STUDENT/PARENT HANDBOOK

Sauvie Island School
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School App: Sauvie Island School, OR

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Welcome to Sauvie Island School

PARENTS & STUDENTS



This Parent/Student Handbook provides you with an available source of information. Please keep it for reference, and follow the directions and suggestions carefully. Parents, students and teachers all working together will make school a positive and successful experience for your child. You are a very important member of our school's education team.

At Sauvie Island School we strive to systematically and intentionally integrate the concepts of Placed-Based Education, Project-Based Learning and Thematic Instruction into a quality standards-based core curriculum so that students are engaged in their learning and connected to their community.

We provide the K-8 children of our community an opportunity to learn through the values of stewardship deeply rooted in the uniqueness that Sauvie Island offers. Our school is the heart of the Sauvie Island community. It is a meeting place that fosters an environment where students, parents, staff and the community are partners in the educational process for the achievement of all children.

OUR VISION FOR SAUVIE ISLAND SCHOOL:

"The school of choice for families that is nationally recognized for its commitment to academic excellence and connection to community."

OUR MISSION: "Preparing our students to define and achieve success."

The **three pillars** of our teaching philosophy:

1. **Rigorous Academics:** Each student will develop the ability to think critically, communicate effectively, and excel academically.

1. **Character Building through:**
    - Critical thinking
    - Empathy
    - Leadership
    - Confidence
    - Teamwork

1. **To Dream Big: Empowering students to make an impact**!

HOW WE TEACH: Using Place-based curriculum through experiential learning that is relevant, authentic, and Community-based within and beyond the school.

SCHOOL GOVERNANCE

Sauvie Island School (SIS) is a public charter school incorporated as a tax-exempt 501(c)(3) organization and operated by an independent board of directors. The Scappoose School District is the sponsor of our public charters pursuant to a contract called a charter agreement with Scappoose School District. The Board is responsible for implementing the school's strategic plan and for assuring that programs are consistent with the school's mission. The board meetings are open to the public and all are encouraged to attend. If you're interested in serving on the Board, please contact the Board chair.

WHAT IS A PUBLIC CHARTER SCHOOL?

Charter schools are a means of expanding educational opportunities for all of Oregon's students. A charter school, by definition in Oregon, is a public school that is operated by a group of parents, teachers and/or community members. A charter school is a semi autonomous school of choice within a school district. The charter school operates under a contract or "charter" between the members of the charter school community and the local school board. Through the authorization of public charter schools, the Oregon Legislature created an avenue for parents, teachers and community members to "take responsible risks to create new, innovative, more flexible ways of educating all children within the public school system." (ORS 338.015) Each charter school in Oregon must be consistent with the purposes set forth in ORS 338.015.

Increase student learning and achievement

- Increase choices of learning opportunities for students
- Better meet individual student academic needs and interest
- Build stronger working relationships among educators, parents, and other community members
- Encourage the use of different and innovative learning methods
- Provide opportunities in small learning environments for flexibility and innovation, which may be applied, if proven effective, to other public schools
- Create new professional opportunities for teachers
- Establish different forms of accountability for schools
- Create Innovative measurement tools

School-centered governance, increased autonomy, a clear design for how and what students will learn, a high degree of accountability and parental choice are the essential characteristics of a public charter school.

SIS BOARD OF DIRECTORS: See School Website (www.sauvieislandschool.org)

SIS STAFF:

To reach staff members by phone, call the main office at 503-621-3426. Please be aware that teachers cannot accept phone calls during the school day and may not be able to check messages until after the end of the school day.

Executive Director:	Darla Meeuwsen	dmeeuwsen@sauvieislandschool.org
Administrative Assistant:	Ann Pavia	apavia@sauvieislandschool.org
General Information:		info@sauvieislandschool.org

To see a full list of staff and their emails, please visit our school website at: www.sauvieislandschool.org

STUDENT HANDBOOK FORM

(Once you and your student(s) have read the handbook, please print, sign and return this form to SIS.)

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate Sauvie Island School disciplinary policies policies located at www.sauvieislandschool.org or a printed copy can be requested..

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on SIS-provided transportation. I understand that should my student violate the Student Code of Conduct, he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

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

SIS does not release information to solicitors. In general, information is given out to SIS's Parent Organization, and the like. We like to showcase our students and all the positive things they do. We enjoy sharing our stories with the student body, the community of SIS and beyond. School and student life is shared via a variety of methods including but not limited to print, video, and web. As parents and community members, using these resources is a great way to stay "connected" and see what is happening inside SIS.

"Opting-Out" means privacy at the cost of exclusion. Please realize that this decision is an all or nothing request as it is very difficult to monitor allowing one type of release and not another. If you need to protect your student's privacy it will mean that your student is excluded from appearing in various media communication channels. This means being excluded from team pictures, activity pictures, websites, yearbooks, newspapers, videos, team rosters, concert & play programs, and potentially many other things as well. You need to contact the school in writing within fifteen (15) days of enrollment or of receipt of this announcement.

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate SIS disciplinary policies. Parents objecting to the release of directory information on their student should notify the SIS office within 15 days of receipt of the student handbook. Parents must also give their signed and dated written permission for SIS to release personally identifiable information, except as permitted by law and policy.

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

_____ _____

Student Signature Date Parent/Guardian Signature Date

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent SIS from disclosing or requiring a student to disclose their name, identifier, institutional email address in a class in which the student is enrolled or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the SIS in policy JOA - Directory Information.

**As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student to whom rights have been transferred or a foster parent, as defined in OAR 581-015-2000. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 – 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056.

SCHOOL PROCEDURES/POLICIES

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation. Material contained herein may therefore be superseded by such Board policy, administrative regulation. Board policies are available at the school website.

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

ACADEMIC INTEGRITY

Students are expected to put forth their best effort on maintaining honesty and integrity in their efforts and work.

Plagiarism: The use of another person's words, ideas, or facts as if they were your own, without giving credit to the original source.

ADMISSION

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



Admission to SIS may only be limited by a student's age and grade level, and will not be limited on the basis of ethnicity, national origin, race, religion, disability, gender, sexual orientation, income level, proficiency in English language or athletic ability.

The school may deny regular school admission to a student who is expelled from another school district and who subsequently becomes eligible for an open spot at SIS.

The school shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who becomes eligible for an open spot at SIS.

Alternative education service may be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently becomes eligible for an open spot at SIS.

ANIMALS IN THE SCHOOL OR ON SCHOOL PROPERTY

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the administrator, that are part of an approved school curriculum or co-curricular activity are allowed in school facilities or on school property.

ASBESTOS

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

The management plan is available for public inspection in the school's office.

The school's custodial/maintenance person serves as the school's asbestos program manager and may be reached for additional information.

ASSEMBLIES
A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the school's Student Code of Conduct during an assembly shall be subject to disciplinary action.

ATHLETICS
SIS students are allowed to participate in athletics offered at the Scappoose Middle School. Transportation from SIS to the middle school for practices and/or athletic events will be provided by buses to allow for students to better access the programs. All athletic fees which apply to SMS students also apply to SIS students. SIS students must meet all academic and behavioral expectations in order to be eligible to participate in athletics. See Scappoose Middle School website for more information.

ATTENDANCE
Oregon law requires parents and guardians of students to maintain regular school attendance (ORS 339.010). School attendance has a tremendous impact on a child's ability to learn. All students five years of age who have been enrolled in a public school are required to attend regularly. Attendance is particularly important at SIS because our educational program emphasizes classroom and community collaborative learning and these experiences often can't be replicated once missed. Staff will monitor and report absences to determine if a parent or guardian is in violation of SIS attendance policy and the state compulsory attendance law.

Reporting Absences

We request that parents call or email (attendance@sauvieislandschool.org) the school by 9:00 AM on the day of your child's absence. If you do call the school, a written excuse usually will not be required on the day of absence.

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

Students may be excused on a limited basis from a planned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

A student who must leave school during the day must bring a note from his/her parent/guardian. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The secretary will decide whether or not the student should be sent home and will notify the student's parent/guardian, as appropriate.

Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school without a pre-arranged absence with the principal will not be allowed to participate in school-related activities on that day or evening.

If a student is absent from school for 10 consecutive days, with or without reason or excuse, they will be dropped from our official rolls on the 11th day. This is a legal requirement for SIS. To re-enroll your students, parents must then resubmit an application and will be placed at the bottom of the current year's enrollment waitlist.

Absence and Excuses

Sickness & Accident

Parents should notify the office in the case of any serious health problems. Our staff gives first aid treatment only in case of accident or illness occurring at school. If there is a serious illness, or an accident, every effort is made to contact parents, guardians, or the designated contact listed on the student registration card. If deemed necessary by the school officials the emergency medical personnel will be called. Please make certain that your child's registration information is up to date with current phone numbers and emergency contacts.

Regular attendance is very important to your child's progress in school. However there are times when a child should stay home. If you child has any of the following symptoms, please do keep them home:

- Temperature over 100 degrees
- Vomiting (in the last 24hrs)
- Diarrhea

If your student doesn't have the above symptom, but has one listed below, parents are allowed to send the office over-the-counter medication, labeled with their child's name and dosage instructions and times. This will enable your student to remain in school and continue to make progress.

- Headache
- Sore throat and/or cough
- Red or discharging eyes
- Earache
- Allergies

If a child is absent from school due to illness, they may not return to school until 24 hours after their symptoms have subsided.

Reporting Absences by Parents

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. If a student is absent for their own illness or a family illness for more than 2 days, parents should bring a doctor's note for the absence so it will be excused. Written verification may also be requested for an extended absence for emergencies. The principal, or if requested by the principal or parent, the board, has the final determination as to whether an absence is excused or unexcused. Absence from school or class usually will be excused under the following circumstances:

1. Illness, including physical, mental and behavioral health, of the student; **
2. Illness of an immediate family member when the student's presence at home is necessary **;
3. Emergency situations that require the student's absence; **
4. Field trips and school-approved activities;
5. Medical or dental appointments.

   *** A doctor's note is required for absences of more than 2 days. Written verification of emergencies may be required after two days of absence.*

Other Planned Absences

Any parent that is planning for their child to be absent from school for reasons such as vacations, travel, recreation, non-school sponsored athletics/sports, hunting and fishing and other similar planned absences should request the appropriate form from the office or on the school website (Vacation/Planned Absence Form). These planned absences will be considered unexcused for the purpose of determining violations of compulsory attendance laws unless the parent requests for the board to make the decision to approve the absences. By law (ORS 339.065(3)), the board may only excuse absences for up to 5 days in a 3 month period or 10 days in a 6 month period. Any absences beyond the absences excused by the board will be considered unexcused for purposes of determining violations of compulsory attendance laws . Parents with planned absences should notify the school as soon as possible and complete the form, particularly if parents will be requesting board approval.

Make-up work:

At SIS our educational program is centered around a Place-based educational model. This model of learning is very difficult to replicate once missed. Teachers cannot always predict what activities and assignments will occur during a student's absence, however, it is still recommended that a student who has been absent for any reason check with the teacher(s) upon their return for possible make-up work. This also applies to pre-planned absences. Teachers will decide whether to provide assignments in advance of planned absences by considering the best educational interest of students. Failure to make up work provided after an absence within a reasonable amount of time as allowed by the teacher will result in a grade of "incomplete" for the assignment. The teacher will work with the student to determine what is reasonable based on student needs, academic situation and amount of work to be completed. The school will offer access to community, academic and social/emotional resources, which are culturally and linguistically responsive, to support mental/behavioral health and physical well-being so students regularly attend SIS.

Tardies

Parents/guardians need to make every effort to get students to school on time. If your child is late, they are losing valuable instructional time. It is often overwhelming for a student to enter a classroom once they have started for the day. If you need assistance with establishing a morning drop off routine, to lower student anxiety, our school counselor is more than willing to help. **Please remember, a tardy child must check in at the office before going to the classroom**, so the office can adjust their attendance from absent to tardy.

Chronic and Excessive Absences

Students who are absent from school or class without parent/guardian permission are considered "skipping" and will be subject to disciplinary action. This action could include detention, suspension, or expulsion.

Parents of students who have **unexcused absences** of 8 half-days or 4 full days or the equivalent in a 4 week period are considered **in violation of compulsory attendance laws (ORS 339.065)**. Parents will be notified by a nonattendance letter. SIS will follow the procedural rules in the law of the nonattendance letter (ORS 339.080) and procedures for violations of school attendance requirements (ORS 339.095). These procedural rules include written notice and a conference for the parents with designated staff at SIS and other partner representatives. The student may be involved if age appropriate. SIS is in partnership with Northwest Regional Educational Service District (NWRESD) and may contact law enforcement to assure compliance by parents and guardians of attendance requirements and laws.

Students who are absent from school **for more than 5 days in a term of 3 months or 10 days in 6 months** are considered to have **excessive absences**. These absences are considered excessive even if the absences are excused.

Consequences for Excessive Absences

1. Parents/guardians will be notified by a letter when student absences are excessive (more than five days in a term of three months or ten days in six months). SIS is concerned about any student's excessive absences even if they are excused. If your student is expressing anxiety or trepidation about coming to school, please contact our school's counselor so we can help improve your child's school experience.

2. If absences continue, parents/guardians may be notified by phone or email to require parent/guardian(s) to attend a meeting with the appropriate SIS staff, which may include the principal, teacher and counselor. The student may attend if age appropriate.

3. If absences continue, parents/guardians will be notified, usually by a letter, to warn the parent/guardian that the current pattern of attendance could lead to the NWRESD partner representatives becoming involved.

4. Any notice to the parent will state that the parent has the right to request an evaluation to determine if the child should have an IEP or 504 plan or request a review of an IEP or 504 plan.

When NWRESD is involved, the representatives may come to a parent's home to discuss the absences and require a mandatory meeting that requires the attendance of a parent, NWRESD representative, school representatives and the student (if age appropriate). Law enforcement may be contacted to do a check at the residence of the student for failure of the parents to communicate with SIS and failure to send their child to school.

Excessive tardies can also be considered as excessive absences and will be subject to this process.

AWARD – TOM'S TREE Community Stewardship Award

Tom Ruhl Stewardship Award



Tom Ruhl served as the Principal and Superintendent of Sauvie Island School from 1997- 2000. Tom exemplified stewardship of community through his enthusiastic dedication to education for all and his ability to gently guide others to achieve their highest goals. Tom believed in hard work and perseverance, balanced with a good dose of laughter and fun. His humor, hard work, compassion, and kindness were an example to others on a daily basis. He was a visionary, supporting the concept of charter schools long before they became a reality. That vision and his tireless work on behalf of Sauvie Island School helped set the foundation for the school we have now. Tom believed in the power of a small school and place-based education - bringing classrooms and communities together to learn. After leaving Sauvie Island School, Tom went on to educate many of the state's best teachers and administrators at Lewis & Clark and Marylhurst Colleges. For 38 years, Tom worked as an educator who always put students' needs first. Tom passed away July 7, 2011.



Each year at SIS we strive to teach, reinforce and model the importance of "Tom's Traits" in the memory and honor of Tom Ruhl. Tom exemplified leadership, kindness, perseverance, teamwork and joy. At SIS students have many opportunities to apply and experience these traits through place-based education. At the end of every year, each class at SIS will identify and award a local service learning project they completed during the year to be represented on Tom's Tree. Each leaf on the tree is meant to signify the power in bringing classrooms and communities together to learn.

BIRTHDAY PARTIES

In an effort to maximize instructional time and to encourage healthy eating habits; SIS is asking families to NOT bring food or send treats and/or party supplies into the classroom on your child's birthday. Teachers will still recognize birthdays in a special way within the classroom. Families are encouraged to participate in the "Birthday Book" program through the library. Invitations to parties may not be handed out at school by either students or their parents/guardians unless they are given to every child in the class.

BULLYING & HARASSMENT

If you are doing something that makes another person feel bad about who they are, it is considered to be harassment. If you are bothering someone, either physically or verbally and you are told to stop and don't, you are harassing that person. By harassing, you are making it uncomfortable for others to be around you at school. Everyone has the right to feel safe and free from teasing at school. If harassment is reported and found to be true, there will be a disciplinary consequence.

BULLYING AND HARASSMENT MAY INCLUDE:

- Teasing
- Name calling
- Making fun of someone
- Unwanted physical contact
- Spreading rumors or lies, gossiping
- Nasty, mean or obscene comments
- Threatening gestures or statements
- Trying to persuade others to break the rules
- Actions or comments that make others feel unwelcome
- Unkind remarks of any kind
- Excluding a person or group

Relational Aggression

STEPS TO TAKE IF YOU ARE BEING BULLIED:

Tell the person to stop and that you do not like the behavior
Walk away
Get help from a teacher or another trusted adult
Talk to your parents to get their help and advice
If the problem still continues, talk to the counselor or principal and let them know what is going on

TREAT OTHERS THE WAY YOU WOULD LIKE TO BE TREATED



339.351 Definitions for ORS 339.351 to 339.364.

As used in ORS 339.351 to 339.364:

(1) "Cyberbullying" means the use of any electronic communication device to harass, intimidate or bully.

(2) "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

(a) Physically harming a student or damaging a student's property;

(b) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or

(c) Creating a hostile educational environment, including interfering with the psychological well-being of a student; and

(d) May be based on, but not be limited to, the protected class status of a person.

(3) "Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status, source of income or disability. [2001 c.617 §2; 2007 c.647 §1; 2009 c.249 §1; 2021 c.367 §18]

CALENDAR

See website for posted calendar www.sauvieislandschool.org

CELEBRATIONS

Teachers may schedule a variety of celebrations each year. This may include plays, skits, performances, etc. Some may coincide with Halloween, Winter Break, and/or Valentine's Day. If families do not want their child to participate in a celebration, please notify the teacher ahead of time. Not attending a celebration does not mean being absent from school for the entire day.

CLOSED CAMPUS

For the safety of students, Sauvie Island School is a closed campus. All students, parents/guardians, volunteers, visitors and vendors will need to check in and out with the office when entering or leaving the campus. All students must remain on school grounds unless

they have received prior permission to leave or are accompanied by a parent or guardian. Once students arrive at school in the morning, they are expected to remain on campus for the remainder of the school day.

COMMUNICABLE DISEASES

Parents/guardians of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by the district nurse. These diseases include chickenpox*, cholera, diphtheria, measles, meningitis, mumps*, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, tuberculosis and pandemic flu.

Head Lice

Head Lice (Pediculosis) are parasitic insects that live on the human scalp and lay their eggs on the human hair shaft. Lice do not hop or fly; they crawl. Head lice are not a health hazard or a sign of uncleanliness. Head lice are not known to transmit infectious agents from person to person and are not a sign of poor hygiene. Lice infestations are not a medical problem or a disease. Lice are a burden and a nuisance because their presence may cause itching, redness, sores, or scratch marks on the head and/or loss of sleep from symptoms of itching.

Families with questions should refer to our SIS Policy JHCCF located on our school website and/or contact the school office.

COMPUTERS/iPADS / ELECTRONIC COMMUNICATIONS SYSTEM

Students may be permitted to use the school's electronic communications system only to conduct business related to the management or instructional needs of the school or to conduct research related to education consistent with the school's mission or goals. Personal use of school computers/iPads, including e-mail access, is strictly prohibited.

The school's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) requirements:

1. 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;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The online activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. 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;
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students' access to materials harmful to students have been installed.

The school retains ownership and control of its computers/iPads, 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 school 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 and NWRESD. The school reserves the right to access and disclose, as appropriate, all information and data contained on school computers/iPads and school-owned e-mail system.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of school system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies of the school and the lawful direction of staff. The school has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Student Code of Conduct

Sauvie Island School is committed to creating and maintaining a safe, healthy learning environment for all students. Students have the right to know the behavior standards expected of them as well as the consequences of misbehavior. This handbook outlines these behaviors and is provided to all students and parents annually. Our students are taught these expectations in each class and the expectations are uniform throughout the school whether it is in the office, classroom, cafeteria, or on the playground.

The rules are simple:

BE SAFE
BE RESPECTFUL
BE RESPONSIBLE
BE KIND

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

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

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

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing or teen dating violence, as prohibited by Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/ Menacing/Cyberbullying/Teen Dating Violence - Student, and accompanying administrative regulation;
3. Coercion;
4. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon* as prohibited by Board policy JFCJ - Weapons in the Schools;
7. Vandalism, malicious mischief and theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of School Property by Students including willful damage or injury to school property; or to private property on school premises or at school-sponsored activities;
8. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
9. Use of tobacco**, alcohol** or drugs**, including drug paraphernalia [as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs JFCG/KGC/GBK - Tobacco Free Environment, JFCH - Alcohol and JFCI - Substance/Drug Abuse;
10. Use or display of profane of obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of school transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

*Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on school property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, $125,000 fine and forfeiture of firearm and/or other dangerous weapon or both.

Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

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

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

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

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

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

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

School Student/Behavior Expectations

AREA/ SETTING	SAFE	RESPECTFUL	RESPONSIBLE	KIND
All Areas	-Walk calmly and quietly -Keep hands, feet and objects to yourself -Get adult help when needed	-Help keep your school clean -Be honest -Be your best	-Talk and listen -Clean up after yourself -Do the right thing, even when no one is looking	-Use kind words and actions -Help others
Hallways/ Office	-Respect personal space -Walk calmly and quietly	-Admire displays with eyes only -Use inside voices and feet	-Walk directly to where you should be	-Share the space -Be mindful of volume
Bathroom	-Wash hands -Keep water and soap in sink	-Keep walls graffiti free -Respect privacy	-Return to class quickly -Keep up after yourself	-Please flush -Give people privacy
Playground	-Follow all playground rules -Report strangers to person on duty -Ask for help to solve problems -Ask permission to leave the play area	-Include everyone -Respect nature -Play fair -Fun for everyone	-Take care of school property -Solve problems -Bring yourself & your energy to recess	-Invite others to play -Use Rock, Paper, Scissors to problem solve -Be a friend
Cafeteria	-Eat and touch only your own food -Report spills to the person on duty	-Respect personal space -Use good manners -Be kind and welcoming -Allow anyone to sit at your table -Wait patiently	-Turn money into office before 1st recess -Take only what you will eat	-Be welcoming -Include others -Allow anyone to sit at your table
Library/ Computer Lab	-Use appropriate websites	-Respect books and materials -Respect others work -Use whispering voice	-Use with adult permission only	-Push in stools and chairs -Turn your book in on time -Help others
Habitat/Garden	-Visit with an adult -Walk on bridge	-Stay on paths	-Keep plants and animals safe	-Leave nature in place
Inside Recess	-Listen for safety signal -Ask permission to leave the gym	-Be respectful of other activities -Play fair -Fun for everyone	-Follow the directions of the person on duty -Solve problems -Help clean up equipment	-Share materials and equipment -Include others -Help clean up equipment
Assembly	-Follow presenter's directions -Ask permission to leave assembly	-Sit flat -Clap appropriately -Respect personal space	-Listen quietly	- show/give appreciation
Bus/ Transportation	-Follow all bus rules -Stay seated -Face forward -Quiet Voice -Silence at RR crossings -Keep aisles clear	-Be kind and welcoming -Allow anyone to share your seat -Respect personal space and personal property	-Follow adult direction -Enter and exit calmly -Take good care of the bus -Make arrangements for changes prior to 2:00 PM	-Let people sit next to you -Thank the driver -Help people that need it
Bus Transportation Hub	(AM) Walk quietly and directly to the cafeteria Find a seat quickly Stay seated until you are called to board Line up under the covered area Wait quietly for instruction (PM) Wait quietly in the designated area Check with staff before being picked up	-(AM) Remove hats and hoods inside -Use quiet voices -Follow Adult direction -(PM) Use quiet voices -Follow Adult direction -Take good care of middle school property	-(AM) Keep cafeteria clean -Take all belongings when leaving the cafeteria -Board in a timely manner -(PM) Use sidewalks and crosswalks -Use the bathroom before leaving SIS	-Greet friends and make new ones. -Be friendly with Scappoose students and staff -Let anyone sit next with you
Parent Pick-up	-Wait calmly in the classroom or covered area with your teacher -Stay in your pick-up area	-Wait calmly and patiently	-Think ahead -Have all your materials with you to go home when you leave the classroom	-Mindful volume -Greet the person picking you up -Say goodbye to teacher

	-Wait to be excused to your parent by your teacher			
Field Trip	-Stay with your group -Follow adult directions	-Respect your host's rules -Respect personal space and property	-Be on time -Be prepared -Be responsible for your own possessions	-Greet others kindly -Thank chaperones, bus drivers, and hosts
Shared Digital Spaces	-Use school ipads only during the school day. Phones remain in locker/cubby. - Use phones on bus mainly to communicate with family or for small games and/or reading to pass the time.	-Refrain from taking video or photographs of others without permission -Encourage positive digital citizenship with friends. -Use the same respectful language in digital communication as in real life.	-Unless given consent, do not share videos or photographs of others via social media or texts. -Even with consent, consider impact of sharing messages /images/videos of SIS students or staff with others.	-Use social media to support school friends and staff in a positive way. -Prioritize kindness over humor or attention. - Remember words and images can live on the internet forever.
Zoom Meetings/ Synchronous Learning	-Follow adult directions -Practice physical safety in your learning space (see	-Mute microphone when others are speaking -Respect others' perspectives/disagree appropriately -Wait for your turn to speak or contribute -Use the raise your hand feature -Minimize distractions -Utilize chat features appropriately -Use attentive/active listening	-Be on time -Be prepared to learn w/organized materials -Be present/actively engaged -Attempt to limit distractions in your learning space -Follow troubleshooting plan if you get disconnected -Use only designated virtual backgrounds and keep that same background for the duration of the zoom	-Give appreciations -Help each other feel included in group assignments and in designated meeting rooms -Help each other with technical difficulties

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

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

CONFERENCES

Regular conferences are scheduled annually in the fall and spring to review student progress.

Students and families may also expect teachers to request a conference: (a) if the student is not maintaining passing grades or achieving the expected level of performance; (b) if the student is not maintaining behavior expectations; or (c) in any other case the teacher considers necessary.

The school encourages a student or family in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or director. A parent/guardian who wishes to confer with a teacher, counselor, or director should contact the them directly to make an appointment before or after school, during the teacher's preparation period or request that they receive a call from the staff person to arrange a mutually convenient time.

COUNSELOR

School Counseling

Students have counseling services available to them at all grade levels. Emphasis is on the academic, personal, and social development of all students. School Counselors are educators who support child development for social & emotional needs to make sure that students are in class, ready, able, and excited to learn! School counselors do not conduct therapy, and will refer to outside mental health services whenever necessary. School counselors can also provide resources and connections to community resources for any family needs or requests.

School Counseling Referral Process

Student: Any student who wishes to speak with the school counselor is encouraged to do so. Students can ask their teacher, approach the counselor directly, or leave a note in the mailbox outside the cafeteria.

Families and Teachers: When referring a student you may ask the school counselor, drop a note in the school counselor mailbox in the main office, or call or email the counseling office. Parents/guardians and teachers are encouraged to reach out if they have any concerns about the personal, academic or social success of the student.

If the school counselor meets with a student to check in or help with a small problem, usually the school counselor will inform the parent of this meeting **only** if it is an issue we need your assistance with or if a referral needs to be made. If the student meets with the school counselor regularly, the school counselor will inform the parents and obtain consent. The school counselor will also ask for permission to include any child in a group.

School Counselor Confidentiality Guidelines

Your confidentiality as a student is important to us! In our school counseling office, what is said here stays here, with the following exceptions, as required by law and/or ethical standards:

1. Harm to self or others

This could include things like a suicide attempt or plan, cutting or other self-injury, eating disorders, addictions, fighting or other physical violence, illegal behaviors, threats, etc. -- anything that puts your health or safety, or someone else's health and safety, at risk.

2. Abuse or neglect

If you talk about abuse (physical, emotional, verbal, sexual, or other abuse), whether to yourself or to another minor, we are required by law to report it to Child Protective Services, and possibly the police. If you tell us about an abuse case that's already been addressed by CPS or the police, we still may need to make a call to double check.

3. Court or other legal proceedings

By law, if we are subpoenaed (required by law to attend a hearing or other court proceeding), we cannot guarantee that your information will be kept confidential. We will always do our best to reveal as little as possible in a legal setting, but we must cooperate with the police, CPS, and the courts.

CYBERBULLYING

The school prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Students or volunteers may report cyber bullying anonymously. Remedial action shall not be based solely on an anonymous report.

Sharing Intimate Images and Deepfakes

The sharing of intimate images, including digitally altered or AI-generated images and videos ("deepfakes"), is a serious form of cyberbullying that can cause significant and long-lasting harm to those who are targeted, including social isolation and an increased risk of depression and anxiety. Students and families are reminded that sharing or distributing intimate images of another person may violate Oregon law and school policies. Under Oregon law (ORS 163.472), it is illegal to knowingly disclose an identifiable image showing another person's intimate parts or sexual conduct with the intent to harass, humiliate, or harm. This includes sharing images through text messages, social media, email, or other electronic means. Such conduct may result in mandatory reporting, school disciplinary action, and may also lead to criminal consequences. Students are expected to respect the privacy and dignity of others and to use technology responsibly at all times.

DAMAGE TO SCHOOL PROPERTY

A student who is found to have damaged school property will be held responsible for the reasonable cost of repairing or replacing that property. The school will notify students and families of all such charges. If the amount due is not paid within a timely manner of receipt of the school's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed.

DISCIPLINE/DUE PROCESS

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

Consequences for misbehavior (not limited to):

- Warning
- Redirection (asking student to do something the correct way)
- Time out
- Loss of recess
- Behavior Tracker
- Phone call home by classroom teacher
- Principal conference with student
- Behavior Referral
- Conference with student, parent, teacher, support personnel and director
- In-School suspension
- Out of school suspension

Families and the school need to work together in correcting a student's discipline problems, and a conference may be necessary. School-home involvement is appreciated and encouraged. Students who continue to consistently be disruptive, interfering with the educational process at school may be temporarily suspended.

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

Discipline in the school is based upon a philosophy designed to produce behavioural changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. SIS is a PBIS school. PBIS stands for Positive Behavioral Interventions and Supports. PBIS is a school-wide plan that defines and teaches expected student behaviors and encourages those behaviors through positive reinforcement. These are carefully and explicitly taught to all students in September and re-taught and reinforced throughout the year. These expectations are uniform throughout the school.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The charter school's disciplinary options include using one or more discipline management techniques including counseling by teachers and Administrators, detention, suspension, expulsion, and loss of privileges, honors and awards. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

MATRIX PROBLEM-DISCIPLINARY RESPONSE:

Problem Behavior	Minimum Response	Maximum Response
Arson	Suspension pending expulsion, police contact	Expulsion
Assault	Suspension, police contact	Expulsion
Bus	Warning	Expulsion from bus
Cheating/Plagiarism	Warning, Loss of Credit	Suspension
Computer Misuse	Computer Restriction	Expulsion
Dangerous Object	Suspension	Expulsion
Defiance	Detention	Suspension
Disorderly Conduct	Detention	Expulsion
Disruption	Warning	Suspension
Disruptive Devices	Warning, Confiscated	Suspension
Dress/Grooming	Warning	Suspension
Explosive/Flammable Devices	Suspension, Confiscated	Expulsion
Extortion/Coercion	Suspension	Expulsion
Fighting	Suspension	Expulsion
Fire Alarm	Suspension	Expulsion
Forgery/Lying	Detention	Suspension
Gambling/Wagering	Detention	Suspension
Harassment/Bullying	Warning	Expulsion
Inappropriate Display of Affection	Warning	Suspension
Inappropriate Language / Gestures	Warning	Expulsion
Loitering/Trespass	Warning	Contact Police
Misbehavior	Warning	Suspension
Misuse of Electronics	Warning, Confiscated	Expulsion
Physical Aggression	Detention	Expulsion
Relational Aggression	Warning	Expulsion
Substance Abuse/Use/Paraphernalia	Suspension pending expulsion, police contact	Expulsion
Tardiness	Warning	Truancy Enforcement
Theft/Stealing	Detention, Restitution	Expulsion, Contact Police
Threats	Detention, Suspension	Expulsion
Tobacco	Confiscated, 3 day Suspension, Police Contact	Expulsion
Unexcused Absence/Skipping	Detention	Suspension, Truancy Enforcement
Vandalism	Detention, Police Contact	Expulsion

DEFINING STUDENT CONDUCT PROBLEMS

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

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

Arson: The use of fire to destroy or attempt to destroy or damage property.
Cheating/plagiarism: Copying, illegal use of notes, tests or other people's work; breaking the rules in athletic events, activities or contests.
Dangerous objects/replicas/destructive devices/weapons: Possessing any weapon, destructive device, object or replica which could be considered dangerous or disruptive.
Defiance: Any act of willful disobedience in language or action or repeated failure to comply with directions of school personnel.
Disorderly conduct: Inappropriate acts that interfere with the peaceful conduct of the school environment.
Disruption: Willful interference with the peaceful conduct of the school (includes bomb threat, false alarm, endangerment)
Dress/grooming: Failure to observe SIS dress guidelines
Extortion/coercion: Demanding money or something of value from another person in return for protection from violence or threat of violence.
Fighting: Having, threatening or promoting physical contact with another person with the intent to inflict harm.
Forgery/lying: Falsifying records, altering or giving false or misleading information to school personnel (including failure to identify oneself).
Gambling/wagering: Participating in games of chance for the purpose of exchanging money or anything of value.
Harassment/bullying/hazing: Promoting attempting or threatening to cause physical injury (threatening, intimidating, menacing or hazing another person physically or verbally), including:
Racial: harassment directed toward an individual or individuals of a specific race or ethnic group
Sexual: Unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature
Physical: Uninvited, offensive physical contact
Verbal: Abusive words or gestures that could elicit a negative response.
Loitering/trespass: Being present or near school property without apparent lawful educational purpose
Misuse of electronic communications: Unauthorized or inappropriate use of electronic communications systems (e.g., computers, phones).
Physical aggression: aggressive behavior has the potential to inflict injury or damage to the target person or object
Physical assault: Physical attack by a person or group on another person or group who do not wish to engage in conflict.
Profane language/inappropriate acts: Using profane or indecent language either verbally or in writing, or committing an inappropriate act including physical conduct of a sexual nature.
Relational Aggression: Relational aggression refers to harm within relationships that is caused by covert bullying or manipulative behavior. (isolating one from his or her group of friends "social exclusion," threatening to stop talking to a friend "silent treatment," spreading gossip/rumors) Tends to be subtle/manipulative.
Substance abuse/use/paraphernalia: Possessing, using, transmitting, or being under the influence of any controlled substance or look-alike substances purported to be drugs or alcohol. This includes misuse of over-the-counter drugs. Students are not allowed to possess paraphernalia of any type, including items intended to be used for smoking, inhaling or injecting any drug not prescribed for the student, any items that promote the involvement or use of drugs or alcohol or any items, drawings or signs that indicate or promote involvement in street gangs, drugs or alcohol.
Tardiness/Unauthorized Leaving Campus: Arriving late to school or class, or leaving campus without permission. Students who leave grounds without authorized permission are considered truant.
Theft/stealing: Taking or attempting to take another person's property or being in possession of stolen property.
Threats: By word or conduct, threatening another person or persons with physical harm.
Tobacco: Having or using tobacco in any form.
Unexcused absence: Any absence which has not been excused by parent or legal guardian and appropriate school official.
Vandalism: Causing or attempting to cause damage to property, including school computer hardware and software systems.

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

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

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

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

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

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.
In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

Discipline of Students With Disabilities

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 parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of 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.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting 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 for a drug or weapon violation as provided in school procedures. 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.

Suspension

Prior to suspension, the student will have an opportunity to present their view of the alleged misconduct. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

A student whose willful violations of the Student Code of conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. Students may be suspended for any of the following circumstances (not limited to): a) purposefully hurting another student, physical aggression; b) multiple and repeated behavior problems; c) verbal threats or threatening gestures or d) bringing weapons, replicas or look-alikes (these will be confiscated and returned only to parents).

Internal Suspension

Students will be placed on internal suspension by the administrator. This means that the student will be placed in an appropriate place to work for the days of the suspension. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

External Suspension

A student may be given up to 10 days out-of-school suspension for frequent or major misbehavior. Every reasonable and prompt effort will be made to notify the parents/guardians of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on school property nor participate in activities directed or sponsored by the school.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

The school may require a student to attend school during non school hours as an alternative to suspension

Expulsion

Expulsions result in a student being removed from school for a specific period of time. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective; c) repeated violations of the Student Code of Conduct; or d) when required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.The school administrator will serve as the hearings officer and will hold an expulsion hearing.

The school will provide appropriate expulsion notification including expulsion hearing procedures, student and parent/guardian rights and alternative education provisions as required by law. No student may be expelled without a hearing unless the student's parent/guardian or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

When a student is expelled, the student is not allowed on or near school grounds, including ball fields, unless given prior approval by the administrator.

An expulsion shall not extend beyond one calendar year.

Expulsion and non-resident enrollment in the charter school – Non-resident enrollment status is contingent on students meeting Sauvie Island School student conduct standards. Non-resident students who are expelled under the terms described in this policy are excluded from attendance at the charter school for the period of the expulsion. Expelled students are not considered to be enrolled in the charter school and are therefore not considered to be resident of the Scappoose School District under ORS 338.155 (1). Alternative education services, if any, will be provided by the student's resident school district in accordance with the resident district's policies; the Scappoose School District will not provide alternative education for non-resident students who have been expelled from Sauvie Island School.

After the term of the expulsion, the student may choose to re-enroll in the charter school, provided that there is space available. If there is space available and more applicants for enrollment than space available, the previously expelled student must participate in the lottery.

DANCES

Dances will be for designated grades. Students must be at school the day of the dance. Any absence on the day of a dance, must be prearranged and approved through the office. All library fines, registration fees, lunch charges, etc. must be paid. All school dress codes and expectations must be followed at the dance.

DISTRIBUTION OF MATERIAL

All aspects of K-8 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and director. Students may be required to submit such publications to the director for approval. School sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law.

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

Materials not under the editorial control of the school may be subject to director review, restricted or prohibited, 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, is 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 for approval of the school.

The school may designate the time, place and manner for distribution.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

DRESS AND GROOMING

Basic Dress Code

(1) Minimum Safe Attire. Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school personnel.

(a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
(b) Students must wear shoes during classes and wear appropriate shoes in PE. (Flip-flops may limit some recess activities due to safety).
(c) Shirts and dresses must have fabric in the front and on the sides (under the arms).
(d) Clothing must cover undergarments.
(e) Fabric covering breasts, genitals and buttocks must be opaque.
(f) Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
(g) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, Out & Abouts, recess, and other activities where unique hazards exist.
(h) Pants longer than floor length must be rolled up to prevent tripping hazards.
(i) Specialized courses may require specialized attire, such as sports uniforms or safety gear.

(2) Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech are prohibited.

Specifically:

(a) Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
(b) Clothing may not depict pornography, nudity or sexual acts.
(c) Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
(d) Clothing must not pose a threat to the health or safety of any other student or staff.
(e) Enforcement must accommodate clothing worn by students as an expression of sincerely-held religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example).

(3) Parent Responsibility. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians. Please make sure your child is dressed to suit the weather. Parents or guardians are responsible for ensuring student compliance with the school dress code.

(4) Student Responsibility. All students at all schools are responsible for complying with their school's dress code during school hours and school activities. Please make sure you are dressed to suit the weather. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the Administrator or teacher and may be denied the opportunity to participate if those standards are not met.

(5) Staff Responsibility. To equitably enforce the school's dress code, SIS Staff, Director and Board will be provided with access to the handbook at the beginning of the school year with refreshers as needed throughout the year in regards to its purpose and spirit, and how to enforce it without shaming students or disproportionately impacting certain student groups. Staff should be guided by the dress code procedures and follow the letter and spirit of the school dress code.

(6) Enforcement. When a staff person or school director discusses a dress or grooming violation with a student, it is recommended that another adult should be present and at least one of the two adults should be the same sex as the student. In no circumstances shall a student be spoken to about a dress code violation in front of other students.

(a) Staff discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing (e.g. school has clothing to loan a student).

(b) Where possible, students should not be required to wear school-owned replacement garments and should never be required to wear specific garments as a disciplinary measure.
(c) Discipline for dress or grooming violations should be consistent with the discipline policies for comparable violations.

DRILLS-STANDARD RESPONSE PROTOCOL (Hold, Secure, Lockdown, Evacuate, and Shelter)

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol on a regular basis. The SRP acts as a tool for training which develops the muscle memory necessary to respond appropriately in moments of crisis. The SRP is based on five actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

Hold, Secure, Lockdown, Evacuate, and Shelter are important safety precautions. It is essential that when the SRP announcement is given, everyone follows the protocol as quickly as possible.

The teachers instruct students on all Hold, Secure, Lockdown, Evacuate, and Shelter drill procedures.

A map/diagram of the escape route to be followed is posted near all classroom doorways and reviewed with students. In addition, all teachers have a clipboard with SRP drill procedures and exit maps. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

DROP OFF AND PICK UP

Drop Off and Pick Up at SIS

When dropping off or picking up students from SIS, always park in the upper parking lot and use the side stairs to reach the front of the building. The lower parking lot is used by buses, delivery vehicles, garbage trucks, etc. therefore it is unsafe for students to be dropped off in the lower parking lot. Please exit and enter only through the front doors of the school.

When school is over students who are being picked up at SIS will meet their parent/guardian at their teacher's exterior classroom door, at their grades designated location. Parents should wait at the top of the stairs in the upper parking lot and an SIS staff person will release them once the buses are loaded. All students will only be released from their teacher to a parent/guardian of record.

If siblings are accompanying you for pick up, we ask that all children follow our school rules during this time. Running through the parking lot, the habitats, playing chase, etc. are unsafe behaviors and may lead to an injury. Parents/guardians are responsible for their children's behavior therefore, we ask that you actively supervise your children at pick up.

Drop Off and Pick Up at the Transportation Hub

At the transportation hub, which is located on the Scappoose School District property ALL SIS parents/guardians are expected to follow their expectations, procedures and rules. If you violate these you can and will lose the privilege of the transportation hub.

In the AM & PM drop off and pick students off in the designated area. Students need to LOAD SIS Shuttle Buses at the designated location on the SMS Campus. The shuttle buses WILL NOT wait, so if you miss the bus you will need to bring your student to school.

Parents/guardians need to be at the transportation hub to receive their student(s) from the shuttle buses when they ARRIVE at the hub. If a parent/guardian is not present, SIS staff will begin contacting all individuals listed on your student's emergency contact list to pick up the student. All students should be picked up by 3:30. If we cannot get a hold of anyone approved to pickup, we will call for non-emergency law enforcement to assist in getting the student home.

If you are late in picking up your student, you may be charged a late pick-up fee. If you are continuously late in picking your student up from the transportation hub, you will lose the privilege of using the bus hub and will be required to pick up at SIS.

If your student is going to be picked up by another adult, the SIS office must have a written note the morning of giving such permission. Without this permission, we will not release your student.

Students will be allowed to walk from the bus hub with written permission from a parent/guardian. We strongly recommend that your student be in the upper grades, if they are walking to or from the bus hub.

For the safety and security of all students, once a student has been picked up from the PM Bus Hub, we ask that families please leave the area promptly. We recognize that many families have stayed after the PM Bus Hub pick-up in the past to allow students to play in the surrounding area. However, to ensure a safe and orderly pick-up process for all students, this will no longer be permitted. We understand that many families enjoy staying after at the PM Bus Hub pick-up to allow students time to play and connect with friends, and value that community time. Families who wish to spend time playing together after PM Bus Hub pick-up are encouraged to utilize one of the many local parks in Scappoose, including:

- Heritage Park – a welcoming community gathering spot *(0.3 miles from PM Bus Hub)*
- Chief Concomly Park – featuring playgrounds and open spaces *(0.5 miles from PM Bus Hub)*
- Creekview Park – a neighborhood park *(0.6 miles from PM Bus Hub)*
- Veterans Park – offering baseball fields, playgrounds, and a dog-friendly area *(0.7 miles from PM Bus Hub)*
- Miller Park – a well-known community park *(1.4 miles from PM Bus Hub)*

Thank you for your understanding and cooperation as we work together to keep all students safe.

DRUG, ALCOHOL, AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any school-related activity, regardless of time or location and while being transported on school-provided transportation. Students in violation of the school's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the school has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.SIS teachers and our counselor work to provide an age-appropriate drug, alcohol and tobacco prevention lessons and activities annually with students.

Families are encouraged to contact the counseling office or the local county mental health office and social worker for information on community resources available to assist students in need.

EMERGENCY MEDICAL TREATMENT

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

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

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

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the director may alter school and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of the school, closure of selected grade levels, delayed openings of school and early dismissal of students.

School closure information due to hazardous weather may be different for SIS than the Scappoose School District, please check your email, voicemail, local television and radio stations. Local news websites and/or phone apps, also provide quick access to school closures or emergency information. Plan ahead and identify where you will go to get information. In the event of an emergency or school closure Sauvie Island School will also attempt to notify families through phone messages and emails.

ENROLLMENT

A student seeking enrollment in Sauvie Island School for the first time must meet all academic, age, immunization, and other eligibility prerequisites for admission as set out in state law and the following policies.



Admission to SIS may only be limited by a student's age and grade level, and will not be limited on the basis of ethnicity, national origin, race, religion, disability, gender, sexual orientation, income level, proficiency in English language or athletic ability.

SIS assumes that students are enrolling in the full-time instructional program; *SIS does not permit part-time enrollment.*

SIS may deny regular charter school admission to a student who is expelled from another school District and who enrolls in SIS for the period of the expulsion.

Enrollment Process:

To be considered for enrollment, each student (even those currently enrolled) must complete an application for the following school year during the open enrollment period. The open enrollment period runs from the beginning of February until the Friday before the start of Spring Break in March. The date an application is received does not matter and will not give an application greater or lesser priority as long as it is received during the open enrollment period.

Enrollment in SIS is available to students who reside on Sauvie Island, in the Scappoose Public School District, and to students residing outside the school district based on the number of spaces available. Enrollment priority is determined in the following way:

Priority of Admission

- Students who were enrolled in SIS in the prior school year.
- Siblings of current students who are in 7th grade and younger during the application window.
- Sauvie Island residents.
- Children of SIS staff.*
- Residents in the Scappoose SD
- Residents outside the Scappoose SD

Nonresident students who enroll in SIS are not required to obtain an inter-district transfer or other release from their resident district. Nonresident students must notify their resident district of their enrollment in the charter school to ensure accurate and non-duplicative student counts.

*SIS will give priority enrollment to children of SIS staff, as approved by the State Board of Education through a waiver process; however, there is **no guarantee that the waiver will be renewed each time charter contract is renewed** and is subject to any limitations imposed by the State Board.

Lottery

If the number of applicants exceeds the spaces available for enrollment or the capacity of the charter school, the charter school will select students for enrollment by equitable lottery. An equitable, public lottery is held during mid-April each year where students are granted spaces in each grade based on the number of remaining spaces. When all of the spaces are filled, students are placed on a waitlist and families are informed of what number their student is on the waitlist. Students will remain on the waitlist through the end of the school year. Applications for enrollment in subsequent school years must be re-submitted according to the regular charter school admission/enrollment process.

Applications for enrollment will be maintained in the pool for the period of the school year.

Once students are granted a spot via the lottery, families must confirm the spot by submitting complete enrollment forms according to SIS deadlines and other protocols.

EQUIPMENT/BOOKS/SUPPLIES –Responsibility Expectations

Equipment *(desktops, laptops, IPads, Digital Cameras, etc.)*, textbooks, library books, classroom books and supplies are provided to students as available and necessary for academic pursuits. As such, equipment is intended to be used for school related endeavors. SIS reserves the right to monitor, access, and disclose the contents of all equipment at any time. Students should have no expectation of privacy in any activity conducted on equipment issued by SIS. Use of equipment may also be restricted through the terms and conditions of applicable software license agreements.

FAMILY INVOLVEMENT

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the school provides;
2. Keep informed on school activities and issues. These are often highlighted in the school newsletter, the classroom blog, and the school social media accounts.
3. Become a school volunteer. For further information contact the office;
4. Participate in the school parent-teacher organization.

Parent Teacher Club

The Parent Teacher Club (PTC) invites all parents/guardians, teachers, and Sauvie Island School community members to join and participate in support of our great school. The purpose of the PTC is to collaborate with teachers, parents/guardians, and community members in creating a supportive learning environment and well-rounded education for the students of Sauvie Island School. This purpose is achieved through fund-raising activities, volunteer coordination and classroom support.

The PTC supports Sauvie Island School's mission and is dedicated to offering our students a unique well-rounded learning experience that will encourage children to think critically, communicate effectively, excel academically and become stewards of their environment. Funds raised by the Parent Teacher Club provide various enrichment activities for our students such as: art & music classes, school counselor support, literacy and reading materials, field trips & transportation, crucial classroom materials, etc.

Each year the PTC hosts a fundraising auction for the school. It has included dinner, a raffle, a silent auction,a live auction, as well as music and dancing. This is their main fundraiser of the school year and it is a wonderful event, however it takes many volunteers and donations to make it possible. Each year the PTC looks for help with this event!

If you are interested in participating, volunteering or simply would like more information regarding the SIS PTC please email them at: **SISptc@sauvieislandschool.org**.

FEES, FINES, AND CHARGES

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

1. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
2. Personal physical education and athletic equipment and apparel;
3. Voluntary purchases of pictures, publications, yearbooks, school lunch, etc.;
4. Student accident insurance;
5. Fees for damaged library books and school-owned equipment;
6. Field trips considered optional to the school's regular school program;

The school may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of the amount owed. Fees, fines and charges owed to the school may be waived at the discretion of the director or designee if:

1. The school determines that the family of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the director or designee that preclude the collection of the debt.

A written notice will be provided to the student and their parent/guardian(s) of the school's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the school, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The school may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the school's notice to the student and parent/guardian will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the school. A request to waive the student's debt must be submitted in writing to the director or designee. Such requests must be received no later than 10 calendar days following the school's notice.

FIELD TRIPS / FIELD STUDIES - "Out and Abouts" / SCHOOL-WIDE ACTIVITIES

As part of our commitment to Place-based education, students will spend time "Out and About" in the community. These outings, planned by the classroom teacher, are tied to the curriculum and are intended to enhance student understanding, provide opportunities to apply skills and help students develop a knowledge and appreciation of the local community and natural environment.

Field trips/field studies may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be 'in school' while participating in district-sponsored field trips. This means that the students are subject to the school rules of conduct, applicable board policies, and other rules deemed appropriate by the field trip supervisor.

Chaperones may be needed on our Out and Abouts, as well as school-wide activities in order to supervise a group of students or facilitate a learning station. Therefore, because these are learning experiences for our students we ask that younger siblings not attend on Out and Abouts and school-wide activities.

Personal electronic devices which have the capability to take photographs or record video and/or audio shall not be used for such purposes while on school property, a school field trip, or a meeting, unless expressly authorized in advance by the school director.

FLAG SALUTE

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

Individual students who do not participate in the salute must maintain a respectful silence during the salute.

FOOD SAFETY (Snacks & Gum)

The State of Oregon has strict rules regarding the use and preparation of food in public places such as schools. Families and volunteers who donate classroom snacks may only be commercially-prepared. SIS asks that you THINK WELLNESS and donate snacks that are enjoyable but nutritious. Be creative–think beyond a standard cupcake! Work with your child's teacher to come up with something

healthy and taste which is approved for the classroom. Please do not send (or allow) candy to come to school with your student(s). In addition, please be aware some students may have allergies (like peanuts) therefore students may not share snacks or food at school, during lunch or on the bus. Gum is not allowed at Sauvie Island School. It can quickly become a choking hazard and can spread bacteria and viruses if wads of gum are not disposed of properly. Lastly, gum can cause unnecessary custodial efforts and cleaning issues when left in sinks, on furniture, and in the carpeting.

FRAGRANCE-FREE ENVIRONMENT CONSIDERATIONS:

Fragranced products can cause some students/staff with chronic illnesses to suffer additional symptoms and reactions. Symptoms include asthma, allergies, sinus problems, and migraine headaches. For those students/staff who are sensitive to fragrances we ask that you refrain from wearing fragrances at school. Fragrance products can include: scented hand sanitizers, cologne, perfume, scented lotions, hair products, candles, air fresheners, plug-ins, just to name a few. We ask that students/staff not apply fragrances in small spaces like bathrooms and locker rooms. Students/staff should report the problem due to fragrances to the office.

GANGS

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

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In an effort to reduce gang involvement, the school encourages students to become involved with school-sponsored activities and community athletics/activities to discuss with staff the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and community resources that offer support to students and alternatives to gang involvement.

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

Students in violation of this will be subject to discipline in accordance with the school's student code of conduct.

GIFTS

At SIS, we do not encourage or endorse students giving things of "value" to other students at school. This can create issues with equity, disruption, allergies, and expectations that we very much try to avoid at school. In addition, prior to any potential events we do not encourage or endorse students and/or families to send candy and/or gifts. We strive at SIS to encourage the importance of healthy snacks and celebrations focused on camaraderie at school rather than candy and gifts.

GROWTH MINDSET:

Growth mindset describes the underlying beliefs people have about learning and intelligence. When students believe they can get smarter, they understand that effort makes them stronger. With a growth mindset students tackle challenges because they understand that learning takes a lot of effort. They don't give up when things get difficult, because they have strategies to persevere. They take risks, participate in class, and understand that mistakes are normal when people try hard things.

GUIDELINES FOR USE OF ELECTRONICS

While equipment is made to withstand certain rigors of portable use, students should be mindful of the fact that equipment involves delicate electronic systems. Students are encouraged to follow these guidelines while equipment is in their possession:

- Be sure that the equipment is secure at all times. The equipment should never be left in an open area, unattended. Equipment should be stored in a locked area.
- When transporting the equipment, always use two hands.
- Equipment is protected by virus-checking software. Do not tamper with or disable the virus-checking software.
- Do not install any software onto the equipment.
- Equipment settings are not to be changed by students.
- Never leave the equipment for extended periods of time in extreme cold or heat. This can damage the components of the equipment.
- Report any damaged, lost, or stolen equipment immediately to the office.

Students who are entrusted with equipment/books/supplies have the responsibility for taking appropriate precautions in preventing damage, loss, or theft of loaned resources. **Students will be responsible for costs in repairing or replacing equipment/books/supplies due to negligence, loss, or intentional misconduct.**

HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/ MENACING /TEEN DATING VIOLENCE

Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the school. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to school property or for the use of threats, bullying, intimidation, harassment or coercion.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal.

Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to the Teacher Standards and Practices Commission.

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any school-sponsored or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment including interfering with the psychological well being of the student.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

"Teen dating violence" means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

"Cyberbullying" is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal electronic devices or school property to violate this policy.

"Retaliation" means harassment, intimidation or bullying, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of harassment, intimidation or bullying, menacing teen dating violence and acts of cyberbullying or retaliation.

"Menacing" includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

The director will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report their concerns to the director, who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels they have been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report their concerns to the director who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate public charter school official.

The school shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grades 7 through 12.

All complaints will be promptly investigated in accordance with the following procedures:

Step 1 Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the director. Complaints against the administrator shall be filed with the SIS Board Chair All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

Step 2 The school official receiving the complaint shall promptly investigate. Parents/guardians will be notified of the nature of any complaint involving their student. The school official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The school official(s) conducting the investigation shall notify the complainant and parents/guardians as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the SIS Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board, within 20 working days, shall conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as a part of the student's education records Additionally, a copy of all hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the school office.

HOME COMMUNICATION

Sauvie Island School is committed to regular communication with families to strengthen our school community. We have a school app, which anyone can subscribe to. It has a live feed of current events and a calendar of upcoming events. We also communicate with parents directly by phone, by email, our website, and social media. Parents/guardians are asked to regularly check for messages from teachers and the school office. If you cannot receive email correspondence, please notify your child's classroom teacher and the school office so we can make efforts to help you receive important notices.

HOMELESS STUDENTS

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

HOMEWORK PHILOSOPHY

Homework is designed to practice skills learned in the classroom, to engage your child in extensions of their learning, and to inspire creativity outside of the classroom. Its purpose is to build good study habits and responsibility.

Purpose of Homework K-2

- Learning a routine
- Enjoyment and practice of learning at home

Purpose of Homework 3-5 (in addition to those above)

- Practicing content concepts learned at school
- Development of responsibility and study skills
- Completion of long-term / independent projects

Purpose of Homework 6-8 (in addition to those above)

- Pursue special interests or ability areas
- Foster self-discipline, self-motivation, and time management
- Support creative, logical, critical and analytical thinking
- Exploration and extension of concepts discussed in class
- Proving mastery of concepts through demonstration and application
- Developing independent homework habits

Homework assignment guidelines:

The amount of homework should vary according to the intensity of the subject matter; encompass multiple learning styles and difficulty levels; and reinforce skills or content previously taught to students. Directions and expectations are clearly outlined. Teacher feedback should be informative and timely. Parents/guardians and students will be informed of homework procedures and missing or incomplete assignments.

Key components to homework:

Children work hard at school. Let them have a break at home. Help your child only if they truly want it, and as long as your child is working harder than you are at it! Enjoy the learning process. The following can minimize/lesson frustration around homework:

- Set up a homework spot
- A consistent routine for completing homework
- The necessary resources (contact the school if you need assistance with access to resources)

Parents/guardians are strongly encouraged to communicate with the teacher when homework is too much of a burden or too little in regard to the expectations of the school, or if there is a family situation that is preventing the student from having success with their workload.

Homework time allotments:

Students will utilize class time for assigned work. Homework expectations are as follows (on average four nights per week):

- K/1 from 10 up to 15 minutes
- 2/3 from 15 up to 30 minutes
- 4/5/6 from 30 up to 60 minutes
- 7/8 from 60 up to 90 minutes

HOW MY STUDENT GETS HOME – Changes & Arrangements

Sauvie Island School works to accommodate the unique needs of each of our students. If you need to make any changes to your child's existing plan for how they are getting home, **please notify the front office by 1 pm** on that day by calling the front desk at 503-621-3426 or emailing office@sauvieislandschool.org

IMMUNIZATION AND VISION SCREENINGS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. (For a list of required immunizations, please contact the front office.)

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

The parents/guardians of a student who is 7 years of age or younger and is beginning an education program with the school for the first time shall, within 120 days of beginning the education program, submit a certification that:

1. The student has received a vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the school that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

INFECTION CONTROL / HIV, HBV, AND AIDS

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

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

HIV, HBV, AIDS - Students

A student infected with HIV, HBV or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The school recognizes that a student (parent/guardian) has no obligation to report an HIV, HBV or AIDS condition diagnosis to the school.

If the school is informed, the school is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent/guardian) wishes to divulge such information and continues attending school, the school will meet with the infected individual or representative to develop appropriate procedures.

Individuals with questions regarding these requirements of law should contact the Scappoose School District nurse.

INSURANCE

At the beginning of the school year, the school can make available to students and parents a low-cost student accident insurance program. Parents/guardians are responsible for paying premiums (if coverage is desired) and for submitting claims through the school office. The school shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

INTERDISTRICT TRANSFER for Out-of-District SIS 8th Graders to Scappoose HS

A student may transfer between districts if the student receives consent to transfer from both the district of residence and the receiving district. Questions about the process and timelines for obtaining consent should be directed to school districts. OAR 581-021-0019

In the springtime, normally in April, the Scappoose School District School Board will discuss and determine whether to reopen a limited number of incoming interdistrict transfer seats for the upcoming school year.

If the Scappoose School Board approves openings, a formal application window will be announced and posted on the district website.

Charter Student Priority

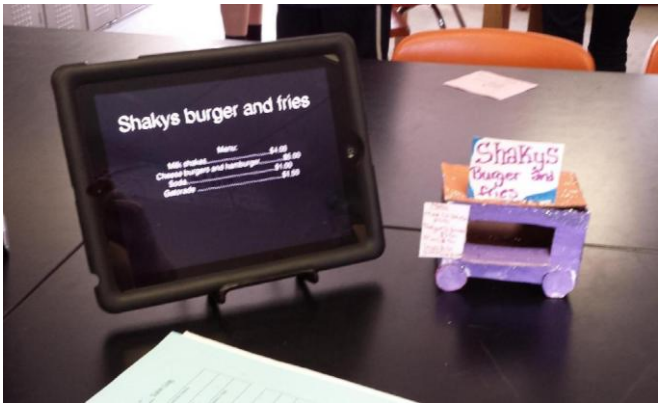
Scappoose School District policy JECB allows priority consideration for students who:

- Have attended a public charter school located within the Scappoose School District for three consecutive years
- Complete the highest grade offered at that charter school
- Do not enroll in another district following completion

If applications exceed available seats, remaining openings will be filled through a lottery.

Academic performance, athletics, IEP status, or similar factors are not considered in determining consent. Transportation outside district boundaries is not provided by the Scappoose School District.

INTERNET ACCESS AND TECHNOLOGY USE



Every student has access to computers, laptops and iPads. However, to use the Internet, an agreement must be signed by the student and a parent/guardian showing that they understand the school standards and specific rules. If the Internet agreement is not followed, students will no longer have access to the Internet and computers for a calendar year.
Internet and technology rules include:

- Students may use the internet for school-related business only
- School email access for school use only under staff supervision and approval (*see Student EMail Acceptable Use Policy*)
- No visiting chat rooms, social networking is not allowed
- No downloading games
- Changing any settings on a computer is not allowed

Students are responsible for their actions while using the school's technology resources. Students can be held monetarily accountable for damaging technology equipment. Technology and Internet misuse will lead to disciplinary consequences.

iPAD PROCEDURES

Once iPads have been assigned and dispersed, please follow these best practices for safe and responsible use of your iPad during the day:

- Always hold the iPad with two clean hands.
- When moving from class to class, be sure that the iPad is face down and that all ports are safely protected from rain/water
- Always be mindful of your water bottle and food-there should be no food or water near the iPads, ever.
- 6th -8th: At lunch break your iPad should be safely stored in your locked locker. Please make sure that the environment inside your locker is a safe and hazard-free place for your iPad (i.e. no open food, drinks, piles of paper that might cause the iPad to fall out when opened, wet clothes or jackets, etc.)
- K-5: At recess or specials your iPad should be safely stored in the classroom
- Only use apps and programs that you have been instructed to use.
- Only teachers will download apps. No exceptions.
- Apps in a restricted folder are off limits for student use.

Please remember that although the iPads are a learning tool intended for individual student use, ultimately they are school property and will be treated as such.

Consequences for not following proper iPad procedures:

If a student is struggling to follow iPad procedures, their iPad will be taken by the teacher or the office. Student may get their iPad back following a conference with the teacher(s) and/or parent/guardian. If the infraction warrants it, the student may lose iPad privileges for a set period of time. This is a possibility that a student could lose iPad privileges indefinitely.

Damages:
Any costs incurred due to damage caused by a student will be the responsibility of that student's parents/guardians.

LOCAL WELLNESS POLICY

The public charter school board recognizes that childhood obesity has become an epidemic in Oregon as well as throughout the nation. Research indicates that obesity and many diseases associated with obesity are largely preventable through diet and regular physical activity. Additional research indicated that healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being. To read more about the SIS Wellness Policy on our website.

LOCKERS (Middle School)

Lockers need to be closed with a *locked* lock on them when the student is not in the process of utilizing it. The only way to ensure student and school property are secure is to make sure the locker is locked, and the combination is not shared with others. Students with lockers with no lock or an unlocked locker will be documented by an adult, the locker will be locked, and that student will receive a warning, if the locker continues to remain unlocked the student will receive recess detention (either that day or the subsequent day, depending on timing). Staff are always available to assist students with locks and combinations. No locker should be left unlocked at any time.

LOCKER ROOMS

Sauvie Island School has locker rooms to be used by students at the discretion of the PE teacher/School Admin. The locker rooms are to be used only during PE. Students can use the locker rooms to change into and out of their PE clothes. (If a student only needs to change their shoes, we ask that this happen in the gym.) All school expectations are to be followed, while using the locker rooms. Students that do not abide by the expectations, can and will lose their ability to utilize the locker rooms. Students will be provided a PE lock and all belongings must be stored in a locker and locked during PE. SIS is not responsible for lost, stolen, or damaged property, so it is important that all belongings be locked in a locker and not left out in the locker room. Any items left out in the locker room will be removed and put with the lost and found items.

LOST, STOLEN, DAMAGED PROPERTY

Any articles found in the school or on school grounds should be turned in to the school office. Unclaimed articles will be donated or disposed of at the end of each semester of the school year.

Loss or suspected theft of personal or school property should be reported to the school office.

SIS does not pay for or replace student property that is lost, stolen, or damaged at school. All items are brought to school at the owner's risk, therefore we strongly discourage students from bringing toys, electronics, collectibles, etc. Lockers, back packs and cubbies are not always a safe place to store valuable items.

LUNCH PROGRAM (Mealtime)

Sauvie Island School participates in the National School Lunch and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Our in-house chef will prepare daily lunch options using ingredients that meet the nutritional requirements and federal standards. In addition, we will offer a daily salad bar containing fresh fruit and vegetables. We encourage all students to take advantage of this wonderful opportunity! Additional information can be obtained in the office.

SIS offers students a meal program planned to furnish recommended daily dietary allowances. Money for lunch is accepted at the office daily before school and/or through Mealtime. Families are encouraged to deposit money for food purchases for at least a month at a time. Notices are sent or emailed home on a regular basis to notify parents/guardians of a negative meal balance. Free and reduced price lunches are available to children of low income families or those suffering from unusual circumstances or hardships. Applications for the federally funded Free and Reduced Lunch Program are available online at the school website OR paper applications in the office. Current lunch costs will be made available as a handout and sent home at the first of the school year. Menus are distributed to each student once a month, available in the office and can also be found on the school website and school app.

When students bring lunch and/or snack from home, SIS encourages parents to make sure students bring nutritious options that will provide the 'fuel' students need to learn and engage in physical activity daily. Candy and other foods high in sugar and low in nutritional value are strongly discouraged. SIS does not allow students to bring soda, so please do not send this for your student.

Parents/guardians are welcome to have lunch with their child, but need to notify the school office by 9:00am on the day they wish to come. Parents/guardians can order an adult lunch, and pay for it when they arrive. We do not allow fast food, therefore, we ask that parents/guardians not bring or send fast food for lunch.

Due to food allergies students are NOT allowed to share food.

Sauvie Island School does not allow energy drinks at school. These drinks contain excessive amounts of caffeine, sugar, taurine and herbal supplements, such as guarana. Some examples of energy drinks are, but are not limited to: Monster, Redbull, Rock Star, Full Throttle, Lost, Amp, Crunk, Turbo, Spark, Jolt, Rush Energy Sobe, Adrenaline Rush, etc.

SIS encourages beverages such as, water, flavored water, sports drinks, juice, milk, etc.

Lunch Accounts

Each student at SIS has a lunch account. When a student brings in lunch monies they are applied under the student's name and account. Each lunch (or milk) purchased will deduct from the student's lunch account.

SIS participates in the National School Lunch Program, which also allows us to offer Free and Reduced Lunch if you qualify. There is a simple form that needs to be completed and returned to the front office. It is confidential and only be accessed by the assigned office person. Once you have been qualified, your student still has a lunch account and the lunch is recorded in the lunch system, therefore your student's experience in the cafeteria at lunch looks no different than any other student. This program has helped many families and students, so we strongly encourage you to apply if providing lunch for your student is a financial hardship.

It is very important that you keep your student's lunch account current. SIS has a charge limit of $10.00.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1)mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov eMail
This institution is an equal opportunity provider."

MANDATORY REPORTING OF SUSPECTED ABUSE OF A CHILD

Any public charter school 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, will immediately notify the Oregon Department of Human Services, Community Human Services or the local law enforcement agency. The school employee shall also immediately inform his/her supervisor or public charter school administrator.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Student images may appear in local newspapers or other media outlets when school events are covered by reporters; Sauvie Island School does not control the use of images by media outlets. Families who do not want their student interviewed or photographed should direct their student accordingly.

School employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDICINE AND SCHOOL

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

Prescription Medication

The school recognizes that the administration of prescription medication to students and/or student self-medication may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of students who require regular doses or injections of medication as a result of experiencing a severe allergic reaction or have a need to manage hypoglycemia, asthma or diabetes. When a licensed health care professional is not immediately available, a designated trained staff member may administer to a student, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law.

When directed by a physician or other licensed health care professional, students in grades K-12 will be allowed to self administer prescription medication, including medication for asthma or severe allergy as defined by state law, and subject to age-appropriate guidelines.

A written treatment plan for a student who self administers medication will be developed and signed by a physician or other Oregon licensed health care professional and kept on file. A written request and permission form signed by a parent or guardian is required and will be kept on file. If the student is deemed to have violated Board policy or medical protocol by the school, the public charter school may revoke the permission given to a student to self-administer medication.

A request for the school to administer prescription medication to a student shall include the written request and signature of the parent or guardian and shall be accompanied by written instruction from a physician, physician assistant or nurse practitioner. A prescription label prepared by a pharmacist will be deemed sufficient to meet the requirements for a physician's order.

The public charter school reserves the right to reject a request to administer or allow self administration of a medication when such medication is not necessary for the student to remain in school.

The school policy and its administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by school employees in accordance with established state law, Board policy and procedures.

Nonprescription Medication

The school recognizes that administering of nonprescription medication to students and/or self-medication may be necessary when the failure to take such medication during school hours, would prevent the student from attending school. Consequently, students may be permitted to take nonprescription medication at school.

The school reserves the right to reject a request to administer or allow self administration of a nonprescription medication when such medication is not necessary for the student to remain in school.

A request to the school to allow a student to self medicate with a nonprescription medication shall include written permission and instruction from a parent or guardian, and shall include an assurance from the parent or guardian that the student has received appropriate instruction for its use.

A request to the school to administer a nonprescription medication shall include written permission and instruction from a parent or guardian.

The public charter school shall designate staff authorized to administer medication to students. Training shall be provided as required by law.

Nonprescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district regulations governing administering non injectable or injectable, or prescription or nonprescription medicines to students, including procedures for the disposal of sharps and glass.

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by public charter school employees in accordance with established state law, Board policy and procedures.

School-Administered Medication

Requests for the school to administer medication shall be made by the parent/guardian in writing.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

Written instructions of the parent which include the information above are required for all requests to administer nonprescription medication.

All medication to be administered by the school is to be brought to school by the parent/guardian in its original container. Medication not picked up by the parent/guardian within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the school.

In situations when a licensed healthcare professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

A process shall be established by which, upon parent/guardian written request, a backup prescribed auto injectable epinephrine be kept at a reasonable, secured location in the office, or if necessary in the classroom.

Self Medication

Students are permitted to self-medicate prescription and nonprescription medication upon written request of the parent/guardian and director permission. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosages, the student may carry one package. Sharing or borrowing medication is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

All medications are to be picked up by parents/guardians at the end of the school year or when a student withdraws from school. If medications are not picked up by the end of the school year, they will be destroyed.

MINDFULNESS:

Mindfulness is intentionally maintaining a moment-by-moment awareness of our thoughts, feelings, bodily sensations, and surrounding environment, though a non-judgmental and accepting lens. Mindfulness helps students and staff manage stress more effectively and work through it more quickly. Frequent mindfulness practice –even micro-sessions of a few minutes or less – can improve cognitive performance as well as resilience to stress.

MOVIES: Procedures & Expectations

Movies and short film clips are sometimes used in classrooms to support curricular objectives. To ensure that we show films with age-appropriate content, it is our guideline to show K-4th graders movies rated G, 5th, 6th, and 7th graders movies rated PG or "below." 8th graders may be shown movies rated PG-13 and "below." On rare occasions, a "higher" rated film may be considered, but only after first notifying parents and offering an alternate activity for families that choose to opt out.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) recognizes students who demonstrate excellence in scholarship, leadership, service, character, and citizenship. Participation helps students build confidence, develop leadership skills, and engage in meaningful service projects that benefit their school and community. At Sauvie Island School, these values align closely with our commitment to fostering responsible, compassionate learners who contribute positively to their community, show integrity in their actions, and strive for personal and academic growth.

The Sauvie Island School NJHS Chapter is for middle school students, bylaws and selection process can be found on the school website: www.sauvieislandschool.org.

NON-DISCRIMINATION POLICY

No student or applicant for enrollment as a student at Sauvie Island School shall be discriminated against in any educational program or activity on the basis of race, religion, sex, sexual orientation, ethnicity, national origin, disability, income level, proficiency in the English language or athletic ability. Enrollment of any student receiving special education services pursuant to an Individual Education Plan must be approved by the student's IEP team.

Equal employment opportunity and treatment shall be provided in recruiting, hiring, retention, transfer, promotion and training of all employees regardless of race, color, national origin, religion, sex, age, marital status, or disability, as long as the employee is able to perform the essential functions of the position, with or without reasonable accommodation.

OREGON SCHOOL HEALTH CARD

Each student has an Oregon School Health Card in their permanent record folder. A record is kept on this card throughout a student's elementary school years following their periodic height, weight, vision, audiometric test results, and immunizations. A brief history of illnesses and/or disability, and teacher, nurse, or physician recommendations may be included. Parents/guardians should notify the school with any serious health concerns.

OVERNIGHT SCHOOL TRIPS: Procedures & Expectations

Sauvie Island School supports the curricular benefits surrounding student trips. Overnight school trips can augment the daily learning environment of the classroom and support our Place-based approach and philosophy. Sauvie Island School embraces the idea of finding creative ways for staff and students to gain new insights into their lives as learners together through overnight school trips.

Overnight school trips procedures and expectations are designed to ensure that each student shall benefit from the educational trips organized. These trips can be co-curricular activities and each student is expected to behave in the same manner that they would at school.

Overnight school trips are a privilege and all students are expected to behave in a manner that best represents the school, the community and the student. The parent/guardian and the school administrator will be called immediately in cases of inappropriate behavior. Violation of school expectations and policies may result in the student being sent home at the parents/guardians' expense and/or ineligibility for future trips.

Student Expectations:

1. The students shall represent Sauvie Island School at all times and must not conduct themselves in a way that is unbecoming of the school. All school rules and expectations printed in the Student Handbook and School Policies must be followed at all times. Therefore, it is understood and agreed that if a student willfully disregards these expectations and policies the staff will notify their parents and they may face serious consequences including suspension and expulsion. Law enforcement agencies will be notified of and involved in the situation as deemed appropriate by the staff or as required by law.
2. The students are subject to the authority of the staff and chaperones at all times. If a student has any concern about the behavior of fellow students, they should bring these concerns to the staff and/or chaperone.
3. In the event of illness or accident, the staff will determine the course of action to follow and shall be authorized to act "loco parentis," that is, to proceed in the place of the parent. Staff shall not assume liability, either expressed or implied, for the actions taken in the best interest of the student. Parents/guardians agree to assume any medical expenses not covered by their own family medical insurance policies.
4. Any medication that must be administered during an overnight school trip, either over the counter or prescribed requires a physician's written order and a parent/guardian authorization. Required medication should be in a properly labeled container. In extenuating circumstances staff may require a parent/guardian to attend and administer the medication for their student.
5. Students are expected to be in their own room, cabin, tent, bunk or designated sleeping area with the lights out at the given curfew/lights out. Bed checks will be made. Students may not leave their designated sleeping area once bed checks have been made (if a student needs to use the restroom outside of their designated sleeping area they must notify the nearest staff and/or chaperone before leaving).
6. Students are not permitted to have members of the opposite sex in their room, cabin, tent, sleeping area at any time.
7. Students are not permitted to change assigned rooms, cabins, tents, or sleeping areas.

8. Students must be on time for all scheduled activities and each meal on the trip. Each student will fully participate in each day's program. Students will not deviate from the schedule, program, or directions of the staff and/or chaperones without their consent.
9. Students must respect all property. The student is responsible for any damage or misappropriation of the facilities property. The student is responsible for restitution should any damage or loss of property which occurs on the trip.
10. Students must be considerate and respectful of the rights of other visitors, guests or participants. Unnecessary and loud noises, such as slamming doors, running in the hallways, loud voices, loud music, etc. are strictly forbidden.
11. Students are responsible for respecting the property of the transportation services or parent drivers. The student is responsible for any damage or misappropriation of the property of the transportation service or parent driven vehicle. The student is responsible for restitution should any damage or loss of property which occurs on the trip.
12. Students will not enter into any vehicle except the ones that are provided by the school. Students will not engage in any activity with persons unfamiliar to the staff and chaperones without consent.
13. Students are allowed to bring a cell phone with the written permission of a parent and/or guardian. These are for emergency purposes only and will be turned off and given to the staff when leaving for the overnight trip. The staff will hold the student's cell phone and provide access to the phone in case of an emergency. Staff will return the cell phone to the student when they return from the overnight school trip. All staff will provide parents/guardians with a phone number to reach them during overnight trips; therefore we strongly recommend that students leave their cell phones at home.
14. Students are responsible for their own bags and belongings. These must have identification clearly visible. Students are asked not to bring any personal property of value.

In order for all students to receive the maximum benefits from participating in overnight school trips, Sauvie Island School expectations and policies for behavior at school will be enforced at all times during the trip. In other words, if it is not allowed at school, it is not allowed on a school overnight trip.

PERSONAL DISPLAY OF AFFECTION

SIS recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as onlookers.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Student possession or use of "personal electronic devices" (PED) and social media on public charter school property, in public charter school facilities during the school day and while the student is in attendance at public charter school-sponsored activities is prohibited. A PED is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. Personal electronic devices include, but are not limited to: tablets, e-readers, cell phones,Smart watches, music players, laptops, etc.

Any electronic devices which are needed for the classroom will be provided by the school. SIS will not be responsible for personal electronic devices that are damaged or stolen if brought to school. Students may not use public charter school equipment to access social media websites while on public charter school property or at public charter school-sponsored activities unless the posting is approved by a public charter school representative.

SIS highly recommends students not bring personal electronic devices to school. If these items come to school, they should be turned off and placed in the student's backpack, cubby, desk or locker until the end of the day, when they can take them home. If your student does not follow these expectations and are found possessing a personal electronic device on them, the first time a personal electronic device is confiscated from the student, it will be held by the office until the end of the day, when the student will get it back. The second incident, will result in the device being held at the school's office until a parent/guardian can come pick it up.If a third incident occurs, the student, their parent/guardian and the director will be required to meet. At this meeting the student and parent/guardian will be notified that the phone can no longer come to school with the student.

If there is an emergency, please contact the school rather than attempting to call your student's cell phone or emailing your student. In the case of an emergency at school, students will be allowed to use the school phone to call a parent or guardian.

Personal electronic devices which have the capability to take photographs or record video and/or audio shall not be used for such purposes while on school property, a school field trip, or a meeting, unless expressly authorized in advance by the school director.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or

federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries. In some situations, students in violation of school policy can be subject to disciplinary action up to and including expulsion.

The school will not be liable for personal electronic devices brought to school property and school-sponsored activities. The school will not be liable for information or comments posted by students on social media websites when the student is not engaged in school activities and not using school equipment. However, if these cause significant disruption to the school or classroom, the school can take disciplinary actions.

Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the director will be subject to disciplinary action.

POSITIVE REINFORCEMENT SYSTEM

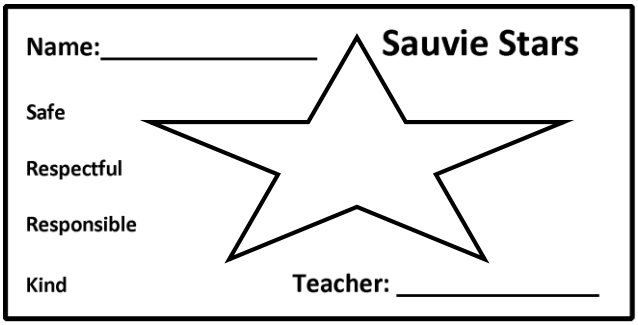
"They are all our children"

What is the Positive Behavior Support system about?

- Schools that are safe, effective and violence free are not accidents.
- The purpose is to reinforce and encourage appropriate behavior and prevent inappropriate behavior before it occurs.
- The system is school-wide and for all children.
- Data is used to inform decision-making.

How does the process work?

- Students earn "Sauvie Stars" for being safe, respectful and responsible.
- All staff members give "Sauvie Stars" to all students.
- Many times students will receive verbal praise instead of a "Sauvie Star."
- Specific verbal praise for positive behavior is the most important part of giving a "Sauvie Star."
- The child will write his name on the "Sauvie Star" and the staff member will identify the category of being safe, respectful or responsible.
- "Sauvie Star" will be taken to the front desk (top copy goes home, bottom copy deposited in a box in the office).
- Total "Sauvie Stars" will be counted and data will be recorded and displayed visually each week.
- Visual Display: "Reach for a star!" Each week the secretary will announce the progress towards the star or reward.
- When the entire school reaches its goal we will have a school-wide celebration/spirit day. Examples: Hat Day, Crazy Hair Day, Stuffed Animal Day, Popcorn Day, Clash Day, Movie Day, etc.



POSTERS

Signs, banners, posters or handouts that a student wishes to display must first be approved by the director. Signs, banners, posters or handouts displayed without authorization will be removed and collected. Any student who posts or distributes printed material without prior approval shall be subject to disciplinary action.

PROMOTION, RETENTION, AND GRADE LEVEL PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the school professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain or accelerate a student will be made only after prior notification and explanation to the student's parents

or guardians. The final decision will rest with school authorities. Students will be placed in the grade level or program best suited to meet their needs, based on the school's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc.

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. In most instances the issue of promotion to the next grade level is clear-cut and the majority of students are promoted in routine fashion. However, in the few instances where retention in the same grade level may be considered, the parents will be well informed of the teacher's and/or school's concerns during the course of the school year. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

In the event the teacher and director feels that retention would be to the child's advantage, the parents/guardians will be made aware of this recommendation well in advance of the end of the year. We ask that parents/guardians who wish for the school to consider retaining their child make their request to the Executive Director by mid-winter of the current school year. It is most important that teachers and parents be in agreement when retaining a child, for it is only with this support that a child can do his or her best work the following year.

A decision to retain a student will be made only after prior notification and explanation to the student's parents/guardians. The final decision will rest with school authorities.

PUBLICITY: Use of Student Photos, Names and School Work

Sauvie Island School may use student photos and images of their school work in publicity, including the school website and newsletters. Students will be identified only by first name. **Parents/guardians who DO NOT want their students' photos used in Sauvie Island School publicity must notify the school in writing by Oct. 1 (email notice is acceptable).** Send notices or direct questions to info@sauvieislandschool.org or call the office at 503-621-3426.

RECESS

Students are to follow all playground rules. Unless granted permission by a staff member or a parent/guardian, children are not to remain in the classroom or hallways during recess. Parents/guardians must send a note if they wish their child to stay inside for recesses including applicable dates. In foul weather the undercover area outside and/or in the gym serve as play areas. It is each child's responsibility to avoid getting muddy and/or wet.

PLAYGROUND

TIRE SWING:
Only three people at a time
No standing or swinging out

SWINGS:
One person at a time
Sit down and swing straight
No jumping out of the swings

SLIDE:
One at a time at the top of the slide
Climb up the ladder, not up the slide
Keep the line moving
Slide feet first only

GENERAL EXPECTATIONS:

- Play fair and play safe
- Include everyone that wants to play. You may not say "you can't play"
- Rocks and sticks need to stay on the ground
- Do not climb on top of any swings, play structures, or the horizontal ladder
- No teasing, keep-away, pretend fighting or chase games
- Do not hang upside down from the horizontal ladder
- Ask the person on duty for permission to enter the building
- Stay inside the school boundaries where you can be seen by the duty aid

- Follow soccer, tetherball, basketball, and other game rules
- Balls & other objects will be gotten off the roof at custodian's convenience
- Keep your hands, feet and other objects to yourself
- When the whistle blows, line up quickly and quietly
- Return all equipment to its proper place
- Take good care of all school property

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the director's permission or according to school sign-out procedures. A child must have permission from a parent/guardian to be released from school during the day. Children are to bring a written request from home to obtain a release. All students must be signed out at the office by an adult. Parents/guardians coming in personally and requesting the release of a child must report to the office. The child will then be called to the office at that time and released to parent/guardian. The school will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of their parent/guardian or as otherwise provided by law.

REPORT CARDS and GRADING

Written report cards are issued to families each trimester and communicate student progress, attendance, tardies, and teacher comments.

Grades K-5th use a **proficiency-based grading system**, which measures student progress toward meeting Oregon grade-level standards.

Grades 6th–8th use proficiency grading for assessing skills, but reporting final grades on a **traditional letter grading system (A, B, C, D, Pass, and No Pass)** designed to support high school readiness while continuing to emphasize student growth, mastery of skills, and meaningful feedback.

Kindergarten–Grade 5: Proficiency-Based Grading for Report Cards

The proficiency-based model focuses on what students know and are able to do rather than simply the completion of assignments. Students are evaluated based on their progress toward mastering clearly defined grade-level standards and skills. This student-centered approach emphasizes growth, understanding, and the application of learning.

Grades 6–8: Traditional Letter Grades for Report Cards

Beginning with the **2026–2027 school year**, students in grades 6–8 will receive traditional letter grades (A, B, C, D, Pass, and No Pass) on the final grades.

This change supports one of Sauvie Island School's central goals of preparing students for success in high school. By transitioning to a traditional grading system, students become familiar with the grading practices they will encounter in high school while continuing to receive meaningful feedback about their academic growth and achievement. This change also aligns with the middle school experience at SIS, which includes rotating classes, lockers, electives, extracurricular activities, and increasing opportunities for student independence.

Report cards for grades 6–8 will include letter grades in the following categories for each class:

- **Work Completed**
- **Skills Application**

An **Overall Effort** mark will continue to be reported using the school's **+, ✓, and –** scale. In addition, report cards will include standards- or content strand-specific information and teacher comments to provide families with a comprehensive picture of student learning and progress.

Our Commitment to Student Learning

Although the grading systems differ between elementary and middle school, Sauvie Island School's philosophy remains the same. We are committed to meeting every learner where they are, fostering a growth mindset, and helping students develop ownership of their learning. Students will continue to receive timely feedback, opportunities to improve, and instruction designed to build confidence, independence, and mastery of essential skills.

A guide to understanding proficiency-based grades:

Not Assessed	Does not Meet	Close to Meeting	Meets	Exceeds
Not enough information to assess at this time	Demonstrates some or minimal grade level skills and concepts	Demonstrates and applies most grade level skills and concepts	Demonstrates and applies grade level skills and concepts	Demonstrates and applies strong grade level skill and concepts
Teacher is unable to assess student's understanding of the content—either because the content has not yet been taught or because the student has not completed any work.	Student shows some progress toward understanding the concepts being taught, however the knowledge demonstrated is inconsistent or spotty. Little evidence has been given to show that the student understands the concept, or the evidence that is given is largely lacking. **A does not meet could suggest that the student has merely neglected to turn in any work, yet understands the material, or that the student has little understanding of the material.**	Student nearly demonstrates a solid understanding of the material being taught. Student may just be missing a small part of the concept, or there may not be enough evidence to determine a Proficient understanding. **The close to meeting suggests that the student is beginning to understand the concepts and material being taught, but is not performing at grade level.**	Student consistently demonstrates a solid understanding of the standard/content area being assessed. Student may attempt the occasional challenge questions, but will not routinely challenge himself/herself to go "above and beyond" the expectations. **The student who meets consistently performs at grade level.**	Student has an in-depth understanding of the standard being assessed. Student is able to demonstrate competency in multiple ways, methods, or mediums. Student has consistently accepted challenge questions and assignments and demonstrates a desire to go beyond a "surface-level" understanding. **Exceeds are not given based on completion.** The student must do more than "turn everything in" to earn this grade.

SCHOOL CLOSURES: Inclement Weather

Due to Sauvie Island School's unique location, decisions regarding late starts, school closures, and transportation during inclement weather may differ from those of the Scappoose School District. While SIS generally follows the district's decisions, **SIS will make its own determination based on local weather and road conditions affecting our students and staff.** Because Sauvie Island School serves families across a geographic area of more than 50 miles, even light snow, icy roads, flooding, or other hazardous conditions may result in a delayed start or school closure.

In the event of inclement weather, SIS staff will communicate school closures, delays, and transportation updates as quickly as possible through email, phone notifications, the Sauvie Island School website, and the school app. Information may also be available through local television and radio stations. Families should always confirm that school is open and operating on time before bringing students to school.

Students who ride an AM Scappoose School District bus to transfer to the SIS AM bus hub at Scappoose Middle School should pay close attention to communications from the Scappoose School District. During severe weather, the district may implement **Snow Routes**, which modify or eliminate service on certain roads that are difficult or unsafe for buses to travel. Students who normally use affected stops will be directed to designated alternate bus stops. Information about Scappoose School District Snow Routes and modified bus stops is available at **www.scappoosek12.org**.

SCHOOL HOURS & SCHEDULE

Bell schedules are posted on the school website (www.sauvieislandschool.org). Please check the website for start and end times.

SCHOOL PHONE USAGE

The phones at the school are to be used by students for emergencies only. Students must have permission from a staff member before using the phone. This ensures that staff are aware of parent/guardian communication and can assist in an emergency. Non-emergency communication, such as going to a friend's house, a request for an item, etc. need to be taken care of prior to coming to school.

SELLING ITEMS AT SCHOOL

Students are asked not to bring personal items, handmade items, food/candy items or fundraising items to school to sell to others. SIS does not want student's designated lunch money to go to buying rubber bracelets, toys, Pokemon cards, etc. Often students want to consume, use or play with these purchased items at school. There is also the concern of loss or theft of items being brought to school for sale. Additionally, buying and selling an item is a contract. There is not a good "return policy" on items purchased from a fellow student, and conflicts arise from this. Students generally need adult assistance to work out their conflicts in a fair agreement, but this negotiation often disrupts or takes valuable class time.

SEARCHES

Please see SIS Policy **JFG-AR** posted on our website to see "Student Searches Definition, Routine Inspection of Public Charter School Property Assigned to Students, Voluntary Consent, Search Procedures, Other Searches, and Discipline."

School officials may search the student, his/her personal property (includes, but is not limited to, wallets, purses, lunch boxes/sacks, book bag, backpack or other containers used to carry belongings) and property assigned by the school for the student's use at any time on school property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation or the Student Code of Conduct is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

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

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

Items found which are unauthorized, illegal, unhealthy,unsafe or evidence of a violation of law, policy, regulation or school rule,or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

(Prohibited items such as, but not limited to: Drugs, alcohol or tobacco, or related paraphernalia/weapons, including toys or replicas/matches or lighters/laser lights/aerosol cans/shock devices/inappropriate pictures/signs/any other items deemed inappropriate for school)

Questioning

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

Parents/guardians are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of abuse of a child, the investigator may exclude school personnel from the investigation and may prohibit personnel from contacting parents.

SPECIAL PROGRAMS

Bilingual Students (English Language Learners)

The school provides special programs for English language learning students. A student or parent/guardian with questions about these programs should contact the school director.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents/guardians of limited English students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
    a. Detailing the right to have their student immediately removed from such program upon their request;

    b. Detailing the options that parents/guardians have to decline to enroll their student in such program or to choose another program or method of instruction, if available;

    c. Assisting parents/guardians in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

Students with Disabilities

The school provides programs and services for students with disabilities. SIS does not discriminate on the basis of disability and students with a current individual education plan or IEP may apply for enrollment in the charter school. In the case of a student who is eligible for special education and related services under the Individuals with Disabilities Education Act, the resident district's (IEP) team must meet and determine whether SIS is a proper placement for the student for the student to continue enrollment after admission. Once enrolled, the student's IEP team, which will include at least the SIS Director and/or SIS Board Member, and the student's assigned Teacher will decide if the IEP requires revision to meet the student's education plan as set out in the IEP or if the charter school is the least restrictive environment for the student. A student or parent/guardian with questions should contact the SIS Director, the Scappoose Special Education Director or Oregon Department of Education to further answer any questions or concerns.

Talented and Gifted

Pursuant to ORS 338.115, Sauvie Island School is not legally required to comply with the specific provisions of talented and gifted education. However, Sauvie Island School, will work to meet the individual needs of each student, including those students who have been identified as talented and gifted pursuant to ORS 343.391-343.411 and OAR 581-022-1310. Sauvie Island School's instructional program is intentionally designed to be compatible with the academic and intellectual ability of all students, including those identified as talented and gifted.

STAFF SEXUAL CONDUCT WITH STUDENTS

Sexual conduct by school employees as defined by Oregon law will not be tolerated. All school employees are subject to this policy.

"Sexual Conduct" as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student's educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered abuse of a child as outlined by Oregon law and school's Board policy JHFE and JHFE-AR Reporting of Suspected Abuse of a Child.

The school will post the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the Director will follow upon receipt of a report. In the event the designated person such as the Director, is the suspected perpetrator, the School Board shall receive the report. When the administrator takes action on the report, the person who initiated the report must be notified.

The school will provide annual training to school employees, regarding the prevention and identification of sexual conduct.

STATE TESTING

All students in grades 3 through 8 are tested each spring in reading and math. Science is tested in grades 5 and 8. The tests come from the Oregon Department of Education and are used in every school in the state. A variety of testing options is available so that all students, including those with disabilities, can be tested at their appropriate level. Parents/guardians with questions about the testing program should contact the director for more information.

STUDENT ARRIVAL & RELEASE

School times will be posted prior to the start of school, as well as on the school website. Students are allowed to enter the school 5 minutes prior to the start of the school day. Prior to that, our staff is busy preparing for the school day. Please do not drop off your child at school early. Students who arrive before these times will go into office and/or parents and guardians will be contacted. After school, walkers/bike riders are to leave the grounds promptly. The school assumes no responsibility for students who are walkers/ride bikes and do not leave the school grounds. Please pick up your student promptly at the end of the day, if your student is not riding the bus to the bus hub or home. Students not picked up within 5 minutes of dismissal will be sent to wait in the office and/or parents and guardians will be contacted. Students who ride the bus to the bus hub, and who are not picked up within 10 minutes of drop off, the office will contact parents and guardians. If no parent or guardian can be contacted, we will contact the emergency contacts, if still no one answers we will work with local law enforcement to get the student(s) home.

A child must have permission from a parent or guardian to be released from school during the day. Parents/guardians coming in to request the release of a child must report to the office and sign the student out. Then the student will be brought to the office and released to the parent or guardian. A parent requesting that a child get off of the school bus at a stop other than their regular stop must send a note to the school. This note goes to the office, and a bus note is then sent with the child to the bus driver.

These arrangements must be made ahead of time by parents or guardians, not by students during the school day.

STUDENT / PARENT COMPLAINTS

Communication Needs & Concerns

Sauvie Island School believes that complaints are most effectively resolved when they are handled directly by the individuals involved whenever possible. A student or parent who has a need or concern should first bring the matter to the appropriate teacher or staff person in a respectful manner. If the outcome is not satisfactory, a conference with the Administrator can be requested to assist.

Public Complaint Procedure

Any member of the public who wishes to express a complaint should discuss the matter with the public charter school employee involved.

If this does not resolve the complaint, within 10 working days of the meeting with the employee, the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint with the director clearly stating the nature of the complaint and a suggested remedy.

The director shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her findings and his/her conclusion and provide the written report to the complainant within 15 working days after receiving the written complaint.

If the complainant is dissatisfied with the director's findings and conclusion, the complainant may appeal the decision to the public charter school board within five working days of receiving the director's decision. The Board may hold a hearing to review the findings and conclusion of the director, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. Generally all parties involved will be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues. The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes. The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal to the Board.

Discrimination on the Basis of Sex Complaints
A student and/or parent/guardian with a complaint regarding possible discrimination of a student on the basis of sex should contact the Director.

Staff Sexual Conduct with Students
Sexual conduct by school employees as defined by Oregon law will not be tolerated. All school employees are subject to this policy.

"Sexual conduct" as defined by Oregon law is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student's educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR - Reporting of Suspected Abuse of a Child.

The school will post in the building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the director will follow upon receipt of a report. In the event the designated person is the suspected perpetrator, the Board chair shall receive the report. When the director takes action on the report, the person who initiated the report must be notified.

The district will provide annual training to district employees, parents and student regarding the prevention and identification of sexual conduct.

Students with Disabilities Complaints
A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the Scappoose School District's services, activities or programs to a student, should be directed to the School Director and the Scappoose School District Director of Student Services.

Students with Sexual Harassment Complaints
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. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in public charter school business, such as employees of businesses or organizations participating in cooperative work programs with the public charter school and others not directly subject to public charter school's control at interschool athletic competitions or other public charter school events. "Public charter school" includes public charter school facilities, public charter school premises and non public charter school property if the student or employee is at any public charter school-sponsored, public charter school-approved or public charter school-related activity or function, such as field trips or athletic events where students are under the control of the public charter school or where the employee is engaged in public charter school business. The prohibition also includes off duty conduct which is incompatible with public charter school job responsibilities. Sexual harassment of students, staff or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;

2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;

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

The public charter school director or compliance officer has responsibility for investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the public charter school director or compliance officer. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates. If the compliance officer is the subject of the complaint, the complaint will be submitted to the public charter school director. If the director is the subject of the complaint, the complaint will be submitted to the public charter school board.

Step 2 The public charter school official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 10 working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The public charter school official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

Step 3 If a complainant is not satisfied with the decision at Step 2, he or she may submit a written appeal to the public charter school board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The public charter school board shall, within 30 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The public charter school board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the public charter school director or compliance officer.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the public charter school office.

The public charter school director shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under OAR Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, Community Human Services, as possible child abuse. In the event the public charter school director is the subject of the investigation, reports, when required, shall be made by the public charter school board chair.

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

STUDENT EDUCATION RECORDS

The information contained below shall serve as the school's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and school official responsible for education records. Notice will also be provided to parents/guardians of minor students who have a primary or home language other than English.

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

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

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

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;

4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number (If provided by parent or student);

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

Access / Release of Education Records
By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age, unless the school is provided 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.

Parents of a minor, or an eligible student (if 18 years of age or older), inspect and review education records during regular school hours.

Request for Education Records
The school shall, within 10 days of a student seeking initial enrollment in or services from the school, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

Transfer of Education Records
The school shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the school. The transfer shall be made no later than 10 days after receipt of the request.

Student report cards, records of diplomas may be withheld for nonpayment of fines or fees. See Fees, Fines and Charges. Records requested by another school district to determine the student's progress may not be withheld.

STUDENT E-MAIL ACCEPTABLE USE POLICY

You are being given access to our school's student email system. Through this system, you will be able to communicate with other SIS students and staff. With this educational opportunity comes responsibility. Inappropriate system use will result in the loss of privileges to use this educational tool, and may result in disciplinary action being taken.
Please note that while SIS will take responsible steps to prevent access to inappropriate material, and does not condone access to objectionable material, it is not possible for us to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

Rules for Appropriate Use
- You will be assigned an individual account. Do not share the password with others.
- The account is to be used for identified educational purposes only.
- You will be responsible at all times for the proper use of your account, and the school may suspend or revoke your access if you violate that agreement.
- Remember that people who receive e-mail from your school address may think your message represents the school's point of view, opinions, or values.

Inappropriate Uses
- Using the system for any illegal purpose.
- Using another person's account.
- Posting personal information about yourself or others (such as street addresses and phone numbers).
- Downloading or using copyrighted information without the permission from the copyright holder.
- Posting messages or access materials that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal.

- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

Consequences for Inappropriate Use

- Suspension of access to the system
- Revocation of the student email account
- Other disciplinary or legal action, in accordance with the Student Handbook and applicable laws

The student email agreement will be active from the time of signing through the student's enrollment at Sauvie Island School unless otherwise notified.

SUPERVISION OF STUDENTS

SIS Staff are preparing for the school day in the morning. The classrooms open 5 minutes prior to the start of school. After school, walkers are to leave the school grounds promptly. The school assumes no responsibility for students who are walkers, who do not leave the school grounds immediately. Adult supervision is provided to students during regular school hours, while traveling on school-provided vehicles to and from school (by the bus driver) and while engaged in school-sponsored activities.

THREATS

The school is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on public charter school property or at activities under the jurisdiction of the school.

Students shall be instructed of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents/guardians and others will be encouraged to report such information to the school. Staff shall immediately notify the administrator of any threat, threatening behavior or act of violence he or she has knowledge of, has witnessed or received. All reports will be promptly investigated.

Students found in violation of the school threats policy shall be subject to discipline up to and including expulsion and may be subject to civil or criminal liability. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and school policy.

Threat Assessment

The threat assessment team can be composed of teachers, counselors, district psychologists, special education personnel, etc. to evaluate threats. The director can assemble the team to determine if a student is a threat to themselves or others. During this process the student or students may be asked to remain at home while an investigation and a safety plan is constructed. Homework will be provided and up to five hours of tutoring a week if it is deemed necessary.

TOBACCO-FREE ENVIRONMENT

Student possession, use, sale, including any smoking device is strictly prohibited. Any form of promotion or advertisement related to tobacco is also strictly prohibited.

The use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on public school premises, in any building or facility, on school grounds, including parking lots, in any vehicle owned, rented or chartered by the school and at all school sponsored activities.

For the purpose of this policy "tobacco products" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew or snuff, in any form. This does not include USFDA-approved tobacco products or therapy products used for the purpose of cessation.

For the purpose of this policy, "inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately.

TOYS

Please leave all toys, trading cards, stuffed animals, gadgets, etc. at home. They are not to be brought to school. This includes footballs, basketballs, soccer balls and other playground equipment. The school provides playground equipment for recesses and P.E.

TRANSPORTATION OF STUDENTS

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

Out of district student's parents or guardians are responsible for transporting their children to Sauvie Island School. Students within the Scappoose School District may, on a space available basis, ride District buses from their home stops to Scappoose Middle School, in order to use the shuttle to Sauvie Island School. On island students will be provided transportation to and from Sauvie Island School. In the PM SIS shuttles will return students to Scappoose Middle School for parent pick-up. SIS will provide two limited PM route buses for SIS students through First Student.

School board policy also prohibits persons other than students from riding school buses except for on field trips. This action prevents the potential of overcrowding of buses and relieves the district of possible damage lawsuits in the case of an accident.

Transportation Requests

Please review the following process for adding or adjusting your student(s) bus transportation.
Bus schedule requests:

- If you need to adjust or add a stop for your student(s), our transportation coordinator must receive your request* by the close of business on Tuesday (4 pm).
- Requests* received by Tuesday will result in the adjustment or stop being implemented the following Monday.

**(Not all requests can/will be approved.)*

Transportation Rules

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

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

Disciplinary Procedures for Violations of Transportation Rules

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

First Citation	The driver verbally restates behavior expectations and issues a warning citation.
Second Citation:	The student may receive a 1- to 4-day suspension and will not be able to ride the bus until a conference, arranged by the transportation has been held with the student, the parent/guardian, the bus driver, the transportation supervisor and the director

Third Citation:	The student may receive a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation has been held with the student, the parent/guardian, the bus driver, the transportation supervisor and the director. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
Severe Violations:	Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent/guardian and the director.

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

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

Transportation Company Contact Information

If you need to contact your child's bus provider regarding anything pertaining to their time on the bus, such as misplaced items, illness, behavior concerns, or other issues, please contact the following:

- Sauvie Island School Shuttle Buses & Route Buses – Sauvie Island School, (503) 621-3426
- AM Buses to/from SIS Bus Hub located at Scappoose Middle School - First Student, (971) 290-4020

VISITORS

Parents/guardians and other visitors are encouraged to visit the school. The director will approve requests to visit, as appropriate. To ensure the safety and welfare of students and that school work is not disrupted. All visitors must report directly to the front office upon entering school property. Photo ID of visitors may be requested. In the absence of a photo ID, a visitor may be denied access to the school facility. **ALL visitors must check in through the office and have a volunteer badge.**

(Students will not be permitted to bring visitors to school without prior approval of the director.)

If you would like to set up a meeting/conference with a teacher, please schedule it to take place outside of class time. Younger siblings are allowed to attend the meeting/conference but will need to be supervised, again, please check with the teacher.

Parents/guardians are not permitted to attend school with their student(s), as this is disruptive to the learning environment.

VOLUNTEERS (Parents/Guardians/Community)

Sauvie Island School depends on the active participation of parents/guardians, other family members and our community to support our school. **It takes on average 10 volunteer hours per family per year to support our Place-based mission.** There are many ways that you can be involved. We need volunteers to chaperone fieldtrips, to work with students in classrooms, to help teachers organize projects or paperwork, serve on the Board, the PTC and other committees - to name just a few volunteer opportunities.

Younger siblings are not allowed to volunteer or accompany a volunteer, due to safety and liability reasons. If this prohibits you from volunteering, please contact the teacher or the front office and we can send tasks home with your students for you to assist with prepping and then return when completed with your student back to the school.

If you are interested in volunteering, please contact your child's teacher and ask about ways you may be of help and/or contact the SIS Volunteer Coordinators at volunteers@sauvieislandschool.org. You will need to read the Volunteer Handbook, and sign a Confidentiality Agreement beforehand and **complete a Background Check prior to volunteering. ALL volunteers must check in through the office and have a volunteer badge.**

Personal electronic devices which have the capability to take photographs or record video and/or audio shall not be used for such purposes while on school property, a school field trip, or a meeting, unless expressly authorized in advance by the school director.

The Executive Director reserves the right at any time during the screening process to determine who may be a volunteer at Sauvie Island School and has the discretion to determine whether a volunteer will be dismissed from volunteering at Sauvie Island School.

ELASTIC CLAUSE
Any rules or regulations not specifically covered in this student handbook are left to the jurisdiction of applicable state law, comprehensive discipline codes and policies of the school and Sauvie Island School.

APPENDIX Forms:

Vacation/Planned Absence Notification

Please complete and submit this form to the SIS office for all vacation/planned absences. Specific information regarding attendance and absences is located in our SIS handbook. You can access it on our website: www.sauvieislandschool.org

Vacation/planned absences are **unexcused** for purposes of determining violations of compulsory attendance laws. If you want your child's absence to be excused, you must ask the board to make this decision. According to law, the board may only excuse up to 5 days in a 3 month period or 10 days in a 6 month period. Any days in excess of the days the board excuses will be considered unexcused for purposes of determining violations of compulsory attendance laws.

Families whose students have unexcused absences equal to 8 (½) days or 4 full days (or the equivalent) in a 4 week period are considered in violation of compulsory attendance laws and will be notified and may be contacted in-person at your personal residence.

Families of students who are absent more than 5 days in 3 months or 10 days in 6 months, even if excused, are considered to have excessive absences and will be notified.

Please provide the following information about the days your child will be missing school.

Student(s) Name(s):_____
Dates of planned absences:_____
Number of school days to be missed:_____
Destination:_____
Purpose of Travel:_____

☐ Check this box if you want the board to determine whether the absences are excused. *You may attach any additional details to this form for the board to consider.*

Remember to coordinate with your child's teacher to make up school work, when possible. Our educational program at SIS is centered around a Place-based educational model. This model of learning is very difficult to replicate once missed. Teachers cannot always predict what activities and assignments will occur during a student's absence, however, it is still recommended that a student who has been absent for any reason check with the teacher(s) upon their return for possible make-up work. Failure to make up work provided after an absence within a reasonable amount of time as allowed by the teacher will result in a grade of "incomplete" for the assignment.

Please keep previous absences in mind when planning future vacations.

_____

Parent/Guardian Signature Date

SIS Board ☐ Approved or ☐ Declined_____ Date : _____

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