

Phoenix Charter School

Student Policy Handbook 2019-20



www.roseburgphoenix.com

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Adopted by the Phoenix Charter School Board of Directors September 2019

WELCOME TO PHOENIX CHARTER SCHOOL!

Our school takes its name from a bird in ancient Egyptian mythology. This powerful bird lived in the desert for five hundred years. The Phoenix, coming to the end of its life, built a nest of wood, set fire to it, and died in the flames only to rise from its ashes as the spiritual body rises from the dead physical form, as the new sun rises from the old, to live again for another five hundred years.

We believe, like the Phoenix, people can rise from the problems that consume them and then soar to a new life. We believe that learning is the key. If you would like an opportunity to soar . . . Welcome to Phoenix.

“The more you do of what you’re doing,
the more you get of what you’ve got.”

Our belief is . . .
If you don’t like life’s results,
The power is yours to change them.

(and we can help show you how)

SCHOOL MISSION

Students creating pathways to college and careers through high standards of academic achievement, career-technical education, and personal growth.

JOURNEY TO RISEUP

Rise-Up Resilience

Everyday Matters!

Our school is your home, be here with us.

This is OUR school!

Make everyone feel welcome in our Odyssey.

Look, Listen, Do!

Be a student leader and lend a helping hand today.

ENROLLMENT AND ELIGIBILITY

Students who are residents of Douglas County, grades 8 – 12, may enroll in Phoenix Charter School. As an Oregon Charter School, we maintain open enrollment policies and do not discriminate. We do have enrollment limitations for the total number of students we may enroll and within programs. If our enrollment limitations are exceeded, students are placed on a first-come, first-served waiting list. Speak to Kelli Traviss, Registrar, at (541) 673-3036 for additional enrollment information.

ENROLLMENT PROCESS

Enrollment in a Phoenix program requires parent/guardian participation in obtaining the following information:

- Student records transferred from last school attended.
- A transcript at time of withdrawal.
- Immunization/Medical records.
- Food Program eligibility information.
- Personal information for personal development goals.
- Complete Phoenix Registration Packet.
- Intake meeting with the student, guardian/parent, and Phoenix staff.

EDUCATIONAL PROGRAMS

- Phoenix is accredited by AdvancED Accreditation (www.advanc-ed.org) and our high school diploma meets state board requirements.
- We do not have all of the resources of a large school and district, however our resources are targeted toward the features that most benefit youth including smaller class sizes and counseling support. Our school features learning environments designed to offer variety in how learning takes place. The learning environments vary to provide different options for learning.
- Each student's personal education plan is further individualized through learning opportunities, coursework specially designed to meet specific learning and personal development needs and interests.
- Student support services help students with life issues that may require drug and alcohol abuse intervention, therapeutic counseling, mental health counseling, or assistance with basic life needs.

- Our school features alignment with and articulation to our local community college, Umpqua Community College, including an Early College program, to continue encouragement of college and career pathways development.

CORE BELIEFS

- We believe in the public school mission to educate all children and, as a result, we are a community-based school, will not discriminate in employment or enrollment, and will maintain open student enrollment.
- We believe that diversity is desirable and, as a result, encourage every individual's interests, talents, and expression.
- We believe in providing a safe environment for all and, as a result, all staff and students are required to intervene when anyone is at risk of harming themselves or others.
- We believe that taking personal responsibility is necessary for people to be able to learn and to grow and, as a result, hold both staff and students accountable for their actions and outcomes.
- We believe that emotion and safety underlies all learning and, as a result, we address social, emotional, and life issues so that a student may fully benefit from their school experience and become a caring, committed, and productive citizen.
- We believe in looking for ways to empower students to be a part of their solutions.
- We believe in the power of healthy interpersonal relationships and look for ways to promote lasting connections.

EXPECTATIONS

- Bullying or degrading comments are cheap; we are valuable.
- Respect for others shows self-respect. Everyone at Phoenix deserves respect.
- Staff is here to help, use them wisely.
- We take pride in our school; make it look that way, use trashcans.
- The language we use reflects on us. We speak with eloquence.
- Violence is not the Phoenix Way.
- We are good neighbors. Our community cares about us.
- We are here because we learn.

LEARNING ENVIRONMENTS

Fundamentals Classrooms – Classrooms of about 20 students each provide targeted instruction in Reading, Writing, Mathematics, and Pathways (building pathways to college and careers). Students concentrate on developing proficiency in these subjects to meet credit and testing requirements for graduation.

Instructional Classrooms – Students placed as 'ready for instruction' are scheduled into classes from all subject areas. Students take a combination of block classes and single period classes, classes are typically 20 to 30 (team taught blocks) students per class.

Early College – This program is for high achieving junior and senior students and allows them to take classes for dual high school and college credit, while enrolled at Phoenix. Students generally take ½ of their courses at Phoenix and ½ at Umpqua Community College. Students earn college credit at UCC at no charge through this program.

LOFT – Learning On the Fast Track is a program for students who prefer self-directed learning. Students schedule a minimum of 20 hours per week between the hours of 7:30 AM and 2:30 PM. In a quiet, open classroom environment students complete on-line coursework for credit, receive help as needed guided by an instructor, and progress as rapidly as they are able to demonstrate understanding. LOFT students may attend scheduled courses elsewhere in the school as needed and are eligible to take part in our other programs.

GED – Our GED program is geared towards older students with few credits or for those who need to be self-supporting now, providing a quicker pathway to graduation. While GED is the credential targeted for this program, students may also receive a National Career Readiness Certification rating and will be enrolled with South Coast Employment Business Corporation (SCEBC). SCEBC will help students with short-term, paid on-the-job trainings and job placements through the age of 24. The Phoenix GED program provides options to take on-campus career-technical education courses and participate in learn/serve/earn activities that build resumes and workplace skills.

Career-Technical Education – Career-Technical Education (CTE) opportunities are available in six different career fields. CTE courses help prepare students for college-level CTE certification courses, help students qualify to compete for career training and employment opportunities, and offer real-life hands-on experience. Some CTE courses offer both college and high school credit. Learning opportunities for students to develop career related learning skills in Culinary Arts, Natural Resource Management, Sustainable Agriculture, Computer Technology, Business & Marketing, and Health Technology. The vocational streams offer a variety of classroom and hands-on learning through the elective curriculum. The program is designed to increase employability so that the student may progress right into work opportunities through our work experience program and post-high school employment.

Credit Retrieval – Instruction is offered for students who benefit from a combination of teacher-directed and self-study learning activities. This learning approach is especially helpful for motivated students who need help in making up partial credits or who do best concentrating on very few subjects at a time.

LEARNING OPPORTUNITIES

Phoenix provides many opportunities for personal growth, exploring interests, and developing talents through our elective curriculum. Phoenix also integrates activities for learning life skills and personal development into elective courses for credit. As students learn to master life issues that help them with relationships, communication, drug and alcohol abuse, life trauma, and mastering basic life skills they earn elective credit towards graduation. Learning opportunities are conducted like any course of study with content knowledge to learn, concepts to understand, and skills to acquire.

ACTIVITIES

Phoenix Charter School offers students opportunities in school leadership and to participate in school events including spirit weeks, class field trips and fundraisers, college campus visitations, and other training and cultural events. Phoenix Charter School offers the following clubs and student organizations: Future Business Leaders of America (FBLA), Trades Club, Fishing Club, and Student Leadership. Students may participate in OSAA Extra-Curricular activities at their district high school including sports, band, and club activities under the same eligibility requirements as their on-campus students.

RIGHTS AND RESPONSIBILITIES – An Overview

STUDENT RIGHTS

Although the rights of students are not automatically equivalent to the rights of adults, students do have legal rights recognized by law. Phoenix Charter School affords students' rights consistent with federal and state statutes. These rights are maintained through school policies and procedures that are designed to create a safe, productive learning environment while striving to assure equity, opportunity, and access for all students.

Among student rights are:

1. Civil Rights. The right to equal educational opportunity and freedom from discrimination. It is also the student's responsibility to not discriminate against others.
2. Due Process. An opportunity to be told what they are accused of doing, what the basis of the accusation is, and to explain their version of the facts prior to suspension or expulsion from school. When one student's rights appear to conflict with another, Phoenix will endeavor to get "best information" and to provide due process prior to possible expulsion. Remedies including in-school suspension may be used while staff investigates incidents that may result in actual suspension or expulsion.
3. Limits to search and seizure. A search requires "reasonable suspicion" and the procedures used for the search must be realistic. Phoenix will base search on facts and circumstances known on the basis of reasonable reliable information. This information must be sufficient to warrant a person or reasonable caution to believe that an offense has been or is being committed.
4. Speech & Expression. Students shall not be punished merely for expressing their personal views unless such expression substantially interferes with the work of the school or impinges upon the rights of other students. Vulgar, lewd, obscene, and plainly offensive speech, by definition, may impinge upon the rights of other students and its suppression is reasonably related to legitimate school concerns. The school has a duty to prevent occurrences of disturbances that predictably cause substantial disruption or material interference with school activities.
5. Privacy. Students should have a reasonable expectation of privacy and without prior consent or unless required by law for program participation shall not be required to reveal information concerning political affiliations; mental and psychological problems potentially embarrassing to the student or family; sex behavior and attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals when a close family relationship exists; or legally recognized privileged relationships like those of lawyers, physicians, and ministers; or income.
6. Confidentiality. Student confidences are protected except as to counselors and the Principal in emergency or comparable situations. In the event that a student's condition presents a clear and imminent danger to the student or others, the staff member shall report this fact to an appropriate responsible authority to take such other emergency measures as the situation warrants. With pre-authorization from a parent/guardian and in the best interest of the student, confidences may be shared among necessary school staff. Whenever possible, the least detailed level of disclosure should be used that the situation demands.
7. Student Records. Parent(s)/guardian(s) may view their student's educational records; request explanations and interpretations; request a copy; and ask that the record be amended if the record contains information that violates rights, is inaccurate or misleading and a hearing may be requested if the school denies a request to amend the student record.

Either parent is entitled to the benefit of the student educational records rights as expressed in the Oregon Administrative Rules unless the school has been provided evidence that the court has specifically revoked a parent's rights. A detailed explanation of educational rights regarding student records is available from the Student Services offices.

STUDENT RESPONSIBILITIES

Students committed to personal growth choose Phoenix. Based on this commitment, Phoenix becomes more involved with each student as we all go "the extra mile" together to achieve school success. We expect students and parents to

work with us to problem solve and to meet standards for attendance and conduct and to comply with school policies including those for tobacco, alcohol, and other drugs.

Among our standards are:

1. ATTENDANCE:

Students are required to attend school, unless legally exempted, and parents/guardians have a duty to maintain their student's attendance. Our minimum standard for attendance is 80%. Phoenix is committed to helping solve problems related to non-attendance and will work with the student and parent to solve problems related to non-attendance.

2. STUDENT CONDUCT:

The School has the duty to establish standards for student conduct with which students have a duty to comply. Where practical, Phoenix will attempt to deal with unwanted behaviors initially by educating the student(s) through awareness and understanding, teaching productive behaviors, positive reinforcement and natural consequences, intervention and counseling activities, adjusting activities where necessary for student safety, required restitution, re-committing, personal behavior contracts, restorative justice, and the like. However, Phoenix will discipline, suspend, or expel any student who assaults or menaces a school employee or fellow student, willfully disobeys or openly defies a teacher's authority; willfully damages property; uses threats, intimidation, harassment or coercion against any fellow student or school employee, uses or displays profane or obscene language, or possesses, conceals, or uses a weapon under the jurisdiction of the school. Gang affiliation is considered implicit intimidation.

3. ALCOHOL & DRUGS:

Schools have a duty to establish and enforce tobacco, alcohol, and drug abuse policies. Phoenix policy prohibits use, possession or distribution of drug or alcohol paraphernalia, of look-alike drugs, and of controlled substances except as properly prescribed and dispensed.

The primary goal of Phoenix is to help youth succeed. We believe this is reinforced with a drug and alcohol free student body. We seek only low-intrusive methods for screening. Currently we collect urine samples to determine use. This service is performed on-site and at no-cost. This service is performed unobserved. If the results indicate use, the sample is forwarded to a laboratory for further screening and an assessment by a qualified drug and alcohol counselor is required. The student is then required to participate in the indicated level of intervention or treatment to maintain their school placement. The parent/guardian may use alternate qualified providers of their choice at their own expense.

4. MEDICATIONS (Phoenix follows the policies mandated by the Oregon Dept. of Education):

Medications of any kind, including aspirin, may not be dispensed or provided by the school according to Oregon State Law. Written authorization from a parent and/or written instructions from a physician make it possible for a student to take the medicine during school hours. Please note that any prescription medicines must be in the prescription bottle and delivered by a parent/guardian. Only parents are allowed to pick up medications from the front-office. Arrangements must be made through the front-office for the storage and dispensing instructions. A copy of the complete medications policy is available in the front office.

5. SEARCH AND SEIZURE:

In an effort to maintain safety and to preserve the educational environment for everyone at Phoenix Charter School, staff may have cause to search a student and their property; including vehicles. A search requires "reasonable suspicion" and the procedures used for the search must be rational. Phoenix will base the decision to search on facts and circumstances known on the basis of reasonably reliable information. The information must be sufficient to warrant a person of reasonable caution to believe that an offense has been or is being committed. "Reasonable suspicion" will be based on specific, articulable facts such as the student's behavior or appearance, reports from reliable sources, the student's disciplinary history, or similar specific and current information. Generalized suspicion, without current and specific supporting information, is not sufficient to justify a search. General exceptions do exist

around exigent circumstances when there is a threat to a school's order and discipline that requires swift action to prevent danger to life, a suspect's escape, or destruction of evidence.

Procedure for initiating a search: When a staff member is privy to facts and circumstances that may rise to the level of reasonable suspicion, the staff member shall report the facts and circumstances to administration. The available school administrator will evaluate the information to determine whether there is reasonable suspicion that an offense has or is being committed.

RETENTION (Maintaining Placement)

- Each Phoenix program expects students to meet attendance, academic, and behavioral performance benchmarks for retention (benchmarks by program follow).
- Phoenix will submit progress reports on all students so that parents and resident school counselors can assess student performance on an on-going basis.
- Phoenix Student Services Offices & Pathways Teachers will inform the Parent/Guardian and Resident School Liaison of changes in student status (visiting, eligible/non-eligible, enrolling/enrolled, meeting/not meeting benchmarks, or withdrawn).

PROGRAM BENCHMARKS & ELIGIBILITY REQUIREMENTS

Benchmarks serve as performance standards for program eligibility. Students who do not meet required benchmarks will be considered ineligible to continue their enrollment in Phoenix Charter School.

Each program is required to set benchmarks in the areas of attendance, academic achievement, and "bottom line" behaviors. In addition, programs may set eligibility requirements to help define the program's student population.

Using the above benchmark criteria, all students will work with their Pathways teacher and parents/guardians to develop a Maintaining Placement Goal Sheet to base their eligibility for continued placement at Phoenix Charter School.

"BOTTOM LINE POLICIES" OF BEHAVIOR

The primary goal at Phoenix is to protect students from harm. Therefore, violation of any of the following "Bottom Line Policies" concerning behavior may result in a loss of eligibility to participate in Phoenix Charter School programs.

- **Fighting:** Involvement in fighting or violent behavior (at any time, on or off campus, is grounds for ineligibility in all Phoenix programs for up to one calendar year, depending on the circumstances and nature of the involvement by each party. Conditions for re-admission will be set prior to dismissal (e.g. Anger Management, counseling, etc....) and must be met before a student will be considered for eligibility for any Phoenix program. Brandishing or possessing a weapon of any kind, especially on or within five blocks of campus, are grounds for immediate ineligibility in all Phoenix programs.
- **Gang Activity:** Phoenix is to be considered "neutral" territory and free of gang-related activity. Refusal to comply with requirements to eliminate gang-related behaviors (e.g.: bandanas, hand signs, and "flying colors" ...) shall result in a loss of eligibility to participate in Phoenix Programs until compliance is achieved.
- **Alcohol and Other Drugs:** Indication of AOD (Alcohol or Other Drugs) use or distribution will result in AOD assessment by trained staff. A level of intervention will then be determined. A student shall maintain full eligibility only if they are participating in the level of intervention or treatment prescribed.

- **Behavioral:** All Phoenix Charter School Policies apply. (See the behavioral “Bottom Line” Policies above, or the policies for student behavior that follow for more information.)

POLICIES FOR STUDENT BEHAVIOR

The guidelines for student behavior are based upon the need to comply with state and federal laws, the belief that students thrive only in a school setting that is safe and predictable, and the belief that we must, take responsibility for our own actions as individuals.

Phoenix believes that everyone has a right to physical and emotional safety and will not tolerate discrimination on the basis of race, national or ethnic origin, color, religion, age, sex, marital status, familial status, economic status or source of income, veteran status, sexual orientation, gender identity or gender expression, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, or military status.

- **ABSENCES:**

Parents/Guardians are expected to contact the front office, at (541) 673-3036, of all anticipated absences and arrange to make-up the time lost with their teachers. After three consecutive days absent, a note from the doctor is required in order to record the absences as excused. After five days, a letter is sent home initiating truancy procedures. After ten days of consecutive absence, the state requires mandatory withdrawal from the Phoenix programs.

- **ALCOHOL, TOBACCO, AND OTHER DRUG TESTING:**

Students enrolling in Phoenix Charter School programs agree to submit an unobserved urine sample for the purpose of drug/alcohol urinalysis, upon the request of any staff member. Students may also be asked to submit other methods of testing which have been found to be effective. An initial urinalysis may occur within a month of enrollment and follow-up urinalyses will be performed in futures terms or random. Further screening may be required as indicated by behaviors, information, etc.

If a urinalysis test is positive, indicating the presence of alcohol or drugs, a conference with a parent/guardian will be held and the student will be placed on an AOD (Alcohol and Other Drugs) contract for intervention/treatment in order to remain in a Phoenix program. Students may continue to attend school in the time between the drug testing and a timely assessment and/or parent conference, if they are actively complying with this and all other “bottom line policies.” Students may request a copy of the drug screening procedures from their teacher who can print it from the administrative forms archive.

- **ATTENDANCE AND ATTENDANCE VERIFICATION:**

Phoenix believes strongly in regular attendance (80% or higher) to help foster a strong foundation for success. Regular attendance is required by law through Oregon state statutes. Phoenix follows all Oregon laws regarding attendance. Students who have not attended school for 10 consecutive days will be dropped for non-attendance as required by state law. Students do have an opportunity to return and will need to speak to the Registrar or SST on how to return. Our grade levels and programs have space limitations, returning students are not immediately granted space to return if grade levels and programs are filled at capacity.

Verification of attendance is often required by governmental or state agencies for numerous reasons. Full time attendance will be considered if a student:

- Attends an elementary or secondary level school, as determined by the law of the State or other jurisdiction in which the school is located;
- Is enrolled in a day or evening non-correspondence course at least 13 weeks in duration;
- Is scheduled to attend at the rate of at least 20 hours weekly; and
- Carries a subject load considered full-time for day students under the school's standards and practices.
- Is attending 80% of their daily scheduled classes for a two-week period.

- **BASIC NEEDS:**

If you are in need of food, clothing, medical care, shelter, or safety, please contact your Pathways Teacher or Student Services Staff so that we may help you find assistance.

- **BATHROOM/HALL PASS:**

Each teacher will have a BATHROOM pass on a lanyard. Teachers and staff will issue paper hall passes at their discretion (goldenrod color) for destinations other than the bathroom (Front Office, SST, etc). In addition, each staff member will maintain a sign-in/sign-out sheet in their rooms to monitor out-of-class activities. Staff will also encourage students to use the water fountains in their room to reduce the number of students in the hallways. Students will be asked to follow the “3-minute” rule when using the restrooms. No one will be allowed to use the bathroom pass within the first and last **10** minutes of class, unless it’s an emergency approved by the teacher or SST.

Staff/administration will:

- Provide a bathroom pass or hall pass when deemed necessary and prudent.
- Provide hall passes to students who may be running late to another class.
- Limit the number of times students leave the learning environment.

Students will:

- Use bathroom/hall passes when outside their designated classroom.
- Not abuse the bathroom use policy.
- Limit personal business to passing periods unless absolutely necessary.
- Comply with staff/administration decisions.

Consequences for violating the bathroom/hall pass policy (per trimester):

- 1st violation One on one talk with their Pathways Teacher.
- 2nd violation Phone call home to parents by their Pathways Teacher.
- 3rd violation Parent/Teacher/Student meeting and a behavior support contract.
- 4th violation Saturday School (4 Hours Community Service)
- 5th violation In-school suspension for two days and a Parent/Teacher/Student meeting.
- 6th violation Out of school suspension for three days and a Parent/Teacher/Student meeting.
- 7th violation Consequence is at the discretion of SST (outcomes may include further suspension, alternative placement, or expulsion).

- **BEVERAGES:**

All drinks, both hot and cold, are required to have a screw top lid. If a student is found with a beverage without a screw top lid they will be asked to dispose of the item. Screw top lid cups are available to purchase in the Front Office for a nominal charge. If a student continues to bring non-screw top lidded beverages to campus it may be considered willful disobedience and will result in a parent/teacher conference.

- **BIKE, SKATEBOARD, SCOOTER, & SKATE POLICY:**

All bikes, skateboards, scooters, and skates brought to campus must remain secured for the duration of the day. Bikes and scooters must be locked (if you don't have a lock please contact Student Services Staff) to the bike rack outside of the front office and skateboards and skates must be secured in a Student Services Staff member's office. A student may be permitted to use their bike, skateboard, scooter, or skates at lunchtime, outside, but only with a full set of protective equipment (helmet, kneepads, elbow pads, and wrist guards). Students are not permitted to use their bikes, skateboards, scooters, or skates on Phoenix Charter School property outside of normal business hours. Repeated violations will be responded to with a call home, and up to and including, the loss of privilege to bring a bike, skateboard, scooter, and/or skates to campus.

- **BREAKFAST AND LUNCH:**

Phoenix has a full-service kitchen that provides USDA sponsored school breakfast and lunch. All students receive breakfast and lunch service at no cost. Free & Reduced School Lunch Program forms are provided upon registration and must be completed.

- **BUSSING:**

Phoenix students have the benefit of riding First Student Busses which includes routes to Canyonville, Glide, Myrtle Creek, Oakland, Sutherlin, Tri City, and Winston—bus schedules and route information is available in the front office and on our website. We are thankful for those services which allows students who prefer “The Phoenix Experience” even though living out of the Roseburg area. We see First Student as a community partner. Students can share their support by following their rules of operation. Full rules are at the bulk head of each bus in orange, and can be found in the appendix of this handbook.

- **CELL PHONE AND SPEAKERS POLICY:**

This policy is based upon the sole interpretation of our school's Executive Director and Principal. This policy can and may change at any time according to their discretion.

We recognize that cell phones are a part of everyone's life. Students may use their cell phones at these times:

- Cell phones may be used before and after school and during lunch from 11:00 – 11:30.
- Cell phone use will be permitted for the first five minutes of class in most classrooms. Students will be asked to turn off their phone and put it away during class.
- Some teachers may allow you to use your cell phone as a calculator, computer, etc. during class time at their discretion.
- At the teacher's discretion, if student's have a need to use their cell phone, teacher's may grant permission and/or provide direction as needed.
- There are times cell phones will not be allowed due to instructional reasons, but it is the student's responsibility to follow each teacher's direction on cell phone use in their class.

Cell phone use other than at the times and for the uses listed above can result in the phone being taken away until the end of the day. Repeated inappropriate use will require a parent to retrieve the phone or may result in a ban from bringing the cell phone to school, or the requirement to turn your cell phone in to the Principal or designated person at the beginning of the school day.

Portable speakers (of any kind) and cell phones are not allowed to broadcast music or other forms of entertainment, speeches, videos, etc. on campus. Phoenix strives to protect the learning environment in all areas of the school including the hallways and outside. Teachers and Staff may choose at their discretion to use broadcasted music as part of their classroom or teaching space environment.

- **CLASS WORK:**

Students who are behind in their work may create a plan, subject to the teacher's approval, to address this issue. If the plan is not successful, the teacher may request the student to attend make-up sessions until they are caught up. Credit completion is assessed each term (see calendar) and is based on work completed and tests passed. Grades reflect the quality of classroom work and participation.

- **CLOSED CAMPUS:** *This policy is based upon the sole interpretation of our school's Executive Director and Principal. This policy can and may change at any time according to their discretion.*

Campus is closed from the moment you arrive on campus until classes are dismissed at the end of the school day. No student is to leave at any time with the following exceptions:

- When a specific need is verified by parent/guardian and approved by a school representative. **Note:** Parent/Guardian must come in to the front office to pick-up student.
- When students who have pre-approved work-release privilege leave for work.
- When a reasonable prudent person would consider their health or life in danger of staying.
- Students 18 years of age or older may leave campus during lunch but must sign out in the front office. If a student who is 18 years of age or older signs themselves out for lunch or a non-approved absence, and that action results in them missing class time, they may be suspended upon the third occurrence. The Phoenix Charter School Principal reserves the right to make the final decision on suspensions related to this policy.

Students who leave the school grounds for any reason other than the above exceptions are considered truant and must have a parent-school conference before returning to school.

- **COMPUTERS:**

Student computers are only to be used for educational purposes, not for entertainment or other personal reasons. In order to monitor academic integrity Phoenix reserves the right to review any material transmitted using Phoenix student computers and may review the material at any time, with or without notice. Email transmitted via student computers is to be considered not private and may be monitored. Student who compromise the schools network integrity will be referred to Student Services staff for disciplinary action.

- **CLUBS, SPORTS, AND ACTIVITIES:**

Oregon Law provides students the ability to participate with their resident public school's sports teams. Other activities and club participation may also be available.

- **DRESS AND GROOMING:** *This policy is based upon the sole interpretation of our school's Executive Director and Principal. This policy can and may change at any time according to their discretion.*

Appropriate dress means dress and grooming shall be appropriate to the teaching and learning process. Students attending Phoenix programs are expected to dress in a manner that is at all times safe (i.e. no torn clothing and wear safety equipment when on work projects), healthy (i.e. clean clothing, shoes, etc.), non-distracting, non-discriminatory, and appropriate (i.e. no promotion of sex, violence, gang affiliation (no bandannas/colors), tobacco, alcohol, drugs or inappropriate body exposure). Staff will notify students privately if they are in violation and the student will change or alter their clothing in order to remain in attendance.

- **FEES:**

There are no fees or tuition for any class, materials, or tests that are not a required part of the program. Students are asked to bring paper, pencils and/or pens, notebook, and backpack. If the student is not able to purchase the necessary supplies, assistance is available.

- **FIELD TRIPS AND ACTIVITIES:**

Many teachers at Phoenix incorporate field trips and off campus activities in to their classes. All students must have a signed consent/permission form on file to participate in field trips (completed at registration each year). Phoenix will notify the parents/guardians of participating students of field trips that will take them away from campus for periods longer than the school day. Parents/guardians will need to sign and return activity specific field trip forms for participating students for field trips taking place overnight or out of Douglas County.

- **FOOD DELIVERY:**

We understand that students may enjoy having food (such as pizza) delivered to campus from time to time. It is our expectation that students pre-pay with the front office staff, not interrupt class time, and enjoy their food during scheduled lunch breaks. Please see the appendix of this handbook for the full Food Delivery Policy.

- **GOOD NEIGHBOR POLICY:**

Phoenix shares the neighborhood with local businesses, their customers, and their families. We encourage all students and staff to be positive, friendly and responsible neighbors. We have agreed to:

- Walk in smaller groups (5-6 students), keep moving on sidewalks, and not obstruct other pedestrians.
- NOT loiter on street corners, such as Patterson and Diamond Lake Blvd.
- NOT walk into the surrounding neighborhoods. (*Note: student may obtain special permission from the Executive Director or Principal to travel through the neighborhood if they walk to school and live in the neighborhood*).
- NOT trespass on private property.
- NOT cross Diamond Lake Blvd for any reason on foot, bike, or skateboard. (*Note: student may obtain special permission from the Executive Director or Principal to cross at an approved crossing site if they walk to school and live on the North side of Diamond Lake Blvd*).
- Obey city ordinances and all federal and state laws including those applying to all pedestrians.
- If students are of legal age, they may only use tobacco products before or after school (or during lunch if you have signed out, see our closed campus policy above) according to legal requirements which prohibit use on or within 500 feet of a school or designated smoke free campus.

- **GRADING:**

Grade	Percentage	Explanation
A+	97-100%	
A	93-96%	
A-	90-92%	
B+	87-89%	
B	84-86%	
B-	80-83%	
C+	77-79%	
C	74-76%	
C-	70-73%	
D+	67-69%	
D	64-66%	
D-	60-63%	
F	62-00%	No credit awarded
P	-	Passing (requires a grade of D or above)
NP	-	Not passing
I	-	Incomplete (no credit awarded), used for prolonged medical related absences.
X	-	No basis for grade (no credit awarded), used for newly enrolled students.

*Grades of P, NP, I, or X do not calculate into the students GPA.

- **GRADUATION REQUIREMENTS:**

Phoenix Diploma requirements and academic plan and/or transcripts are available from their Pathways Teacher or Student Services staff. In order for students to participate in graduation a student must have fulfilled all high school credits and meet all Oregon Essential Skills Requirements by the deadline set by the school.

- **GUESTS:**

Students must get approval from the Principal and all of their classroom teachers when they would like to have a guest on campus for the day. Students must complete and have approved the School Day Visitor Form at least twenty-four (24) hours before the visit. Guests are bound by the same rules as other Phoenix students and will be expected to comply or leave the premises. If a student would like to have a guest on campus they must contact the Principal for the procedure and form.

- **HEALTH PRECAUTIONS:**

A completed emergency medical card must be on file. We are required to have an up-to-date immunization record on file. If a student, staff member, or child is considered contagious, they may be asked to stay home. If a student's temperature needs to be taken and is over 100, they are required to go home. Please advise us if you are taking medications or if there is a change in your physical condition or health status of which we should be aware. See "MEDICATIONS" under student responsibilities for medications policy.

- **INJURIES:**

Phoenix staff are equipped to handle basic first aid, such as ice packs or bandages. If your student is injured at school Phoenix staff will call a parent/guardian to notify them of the injury and to coordinate any further student needs (rest at home, urgent care, etc) and complete an injury/accident report. Depending on the severity of the injury Phoenix staff may call EMS for the student prior to notifying the parent/guardian.

- **LOCKERS:**

Lockers and other school storage areas provided for student use remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker. Students are responsible for making certain the locker is locked and that the combination is not available to others. Students are held responsible for the contents of their assigned locker. Valuables should never be stored in student lockers.

Lockers must be kept clean and free of graffiti at all times. Students are responsible for maintaining their locker. A \$5.00 non-refundable fee for use of a locker will be due upon assignment of the locker.

Lockers and other school-owned storage locations and any items stored within the lockers may be routinely inspected without prior notice to ensure no prohibited item is present on school premises. Additionally, the school may need to access student lockers for maintenance and to reclaim school property including instructional materials. Items found which are evidence of a violation of law, policy, regulation or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

- **MANDATORY REPORTERS:**

All Phoenix faculty, staff, and board members are mandatory reporters by law. They have a duty to report suspected abuse or neglect if they perceive reasonable cause. For more information on mandatory reporting please visit: https://www.oregon.gov/DHS/abuse/Pages/mandatory_report.aspx.

- **MESSAGES AND VISITORS:**

Messages will be routed through or held at the Front Office. Please check with Front Office staff during break or lunch if you are expecting a message or item.

Visitors must check in at the front desk, ask for you by name, and state their business. This information will then be relayed to the student's Pathways Teacher so that you may choose whether to see them at your first available option. Any visitor that will travel anywhere in the building beyond the Front Office is required to sign in and wear a Visitor Pass.

**** STUDENTS ARE ENCOURAGED TO NOTIFY STAFF OF ANY UNWANTED VISITORS OR PROBLEMS THEY ARE HAVING THAT MAY REQUIRE STAFF TO COMMUNICATE WITH PEOPLE OUTSIDE OF THE PHOENIX CAMPUS.****

- **OTHER BEHAVIORS:**

Vandalism, theft, and gambling are examples of other behaviors that violate state law. A behavior that violates a law or the conditions of parole or probation will be addressed. Students who willfully destroy property will be expected to apologize and to make restitution including repair and/or replacement and will be expected to assume responsibility for the labor and/or costs. The preference of Phoenix Charter

School is that violators make restitution to those harmed. Violations of state law may require the assistance of local law enforcement agencies.

- **OTHER CONSIDERATIONS:**

In addition to the Policies and Guidelines stated herein, each program may also have its own rules and procedures. Your teacher should inform you of program rules and procedures.

- **PARKING POLICY:**

Parking permits are required by both staff and students to park on the Phoenix Charter School campus. If a student would like to bring a motorized vehicle to campus they should contact the Front Office staff to begin the permit process. Please see the appendix of this handbook for the full Parking Policy.

- **PETS:**

Phoenix does not permit students to bring pets or other animals to campus (even for the day); with the exception of certified service animals as defined by the American's with Disabilities Act. Some Phoenix staff do bring their animals to campus, but only with prior management approval and proof of vaccinations and county registration. We believe that animals can add a fun and stress relieving component to the school environment. If you have any concerns around animals on campus please contact our Executive Director.

- **PUBLIC DISPLAYS OF AFFECTION:**

We understand that it is common for many students to be in relationships while attending school. However, PDA is limited to hand holding, a brief peck on the cheek, and a brief hug and release in the hallway only—once students are in class all PDA must stop. The Phoenix Public Display of Affection (PDA) Policy applies to all school functions, including field trips, dances, and bus transportation.

The reason for this policy is to show respect for others who may not be comfortable with intimate behavior in their presence. In certain situations, it can distract all parties from participating in school work. Staff will notify students privately if they are in violation of this policy. If a student chooses to not follow the policy and continue the behavior it will be considered an act of willful disobedience and possibly even harassment, and will result in appropriate intervention by Student Services staff.

- **RECORDINGS AND SOCIAL MEDIA:**

Students need to be cautious when recording others in the school setting. Phoenix believes in mutual respect and obtaining permission prior to recording staff, teachers, students, and visitors. Posting videos, pictures, or other media online via social media or sharing with other people without expressed permission is a violation of our school's beliefs and policy. When in doubt, ask permission.

- **RESTROOM POLICY:**

Our school maintains separate restroom facilities for male and female students. Students can access facilities that correspond to their gender identity. Gender specific restrooms may meet the needs of many students, however, not all students feel safe in gender specific, multi-user facilities. To that end, students and the school community are welcome to use single-user restrooms available in our school.

- **SAFETY:**

Immediately report any safety concerns, on or off campus, to a staff member. Check with the staff to see what action will / has been taken. Notify the Principal if there is any cause to believe your concern is not being acted upon.

Students may also report a safety concern (such as bullying, violence, drugs, or harm to the school or a student) by using the SafeOregon Tip Line.

SafeOregon reports are anonymous or confidential. Anonymous means you don't need to leave any information about yourself when reporting a tip. Confidential means you can leave your name but it will only be shared with school administrators or possibly law enforcement if someone needs help immediately. You can include your contact information if you want someone to follow-up with you or you have questions.

Students can report a tip, 24 hours a day, any day, in five different ways: online at www.safeoregon.com, call or text 844-472-3367, e-mail tip@safeoregon.com or download the SafeOregon mobile app on iTunes, or Google Play.

- **SECURITY CAMERA POLICY:**

The school authorizes the use of security cameras (CCTV) on school property to ensure the health, welfare and safety of all staff, students and visitors to school property, and to safeguard school facilities and equipment. Security cameras (CCTV) may be used in locations as deemed appropriate by the administration.

Students in violation of school policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Security camera (CCTV) recordings may become a part of a student's educational record and the school will comply with all applicable state and federal laws related to record maintenance and retention.

- **SEXUAL HARASSMENT:**

Phoenix Charter School is committed to maintaining a school environment free of sexual harassment. Staff is required to ensure there is intervention regarding any verbal or physical action that is unwelcome. Any person who has knowledge of unwelcome verbal or physical action or who feels they are subjected to sexual harassment should immediately report their concerns to a staff member or building administrator. Students are encouraged to file a formal complaint with the Principal if they feel such actions constitute harassment, allowing for a fair investigation, all complaints or reports will be treated in confidence. Please see the appendix of this handbook for the full Sexual Harassment Policy.

- **SIGNING IN AND OUT:** *This policy is based upon the interpretation of our school's Executive Director and Principal. This policy can and may change at any time according to their discretion.*

Students must sign in and out of the front office in the Phoenix building once school begins. If a student arrives to school late, they must sign in. Parental permission is required for a student to leave the school campus (*Note: Parent/Guardian must come in to the front office to pick-up student*) except for the listed exceptions above (see Limited Open Campus policy), or when the teacher has checked the student out as part of a class activity. Students who violate this policy by leaving or returning without permission are considered to have "cut and run", the parent/guardian will be notified, and a conference will be scheduled. Students who are, or turn, 18 during the school year are still required to sign in and out and follow all sign in and out procedures and may receive the same consequences for not following policy and procedure, up to and including, loss of placement at Phoenix Charter School.

- **SMOKING AND TOBACCO POLICY:**

Phoenix Charter School is a tobacco-free environment at all times. This includes staff, guests, visitors, and students. In compliance with state statutes, Phoenix staff will closely monitor students and staff within 500 feet of the school campus. Students and staff of legal age may smoke or display tobacco products only in designated off-campus area(s). Under-aged smokers may have tobacco products confiscated and can be disciplined for violating the smoking law at any time or place. By law, staff must enforce this policy. All vapor pens, e-cigarettes, cigarettes, chewing tobacco, and any other similar type devices are strictly forbidden and will be confiscated and destroyed.

- **STUDENT PUBLICATIONS:**

Student publications will be reviewed by staff advisors and may be reviewed by other district administrators prior to printing and distribution. Materials may be modified or removed from publications for legitimate educational concerns. Such concerns include:

- The material is or may be defamatory;
 - The material is inappropriate based on the age, grade level and/or maturity of the reading audience;
 - The material is poorly written, inadequately researched or biased or prejudiced;
 - Whether there is an opportunity for a named individual or named individuals to make a response;
 - Whether specific individuals may be identified even though the material does not use or give names;
- or**
- The materials is or may be otherwise generally disruptive to the school environment. Such disruption may occur, for example, if the material uses, advocates or condones the use of profane language or advocates or condones the commission of unlawful acts.

- **STUDENT RECORDS:**

Students and parents have the right to inspect and review their educational records as allowed by the Oregon Department of Education, Division 21 Standards: School Governance and Student Conduct. Phoenix also complies with the Family Educational Rights and Privacy Act (FERPA) to protect students' rights. If you wish to do so, please make a request, in writing, to the Registrar. Parents/Guardians are asked to sign a waiver to allow student information to be shared among staff, other school officials and agencies on an as-needed basis. Information may be shared, contrary to a student's or parent's wishes, when required by law or when judged necessary to protect the health or safety of an individual(s).

- **TRAUMA INFORMED:**

Creating a Trauma-Informed environment requires adequate time and a consistent and concerted effort from the entire organizational community. In an effort of working toward a Trauma-Informed environment, Phoenix Charter School is continuing our multi-year implementation of trauma awareness and effective trauma responsiveness.

- **VERBAL ABUSE and HARRASMENT:**

Verbal abuse is defined as any language that degrades, puts down, or otherwise abuses, threatens or is meant to intimidate any person. Students entering Phoenix Charter School are expected to learn appropriate ways of communicating anger, displeasure, personal needs, and boundaries. Staff or students who use inappropriate, threatening, or abusive language and/or gestures will be required to find an alternative way to express themselves. Phoenix does not tolerate harassment of any kind, such as: hazing, intimidation, bullying, menacing, cyberbullying, etc.

Phoenix is committed to providing a positive and productive learning environment—caring behavior is expected. Continued verbal abuse, threats, and/or harassment by a student may be considered a violation

of the bottom line for violence and grounds for withdrawal from all Phoenix programs. Verbal abuse or threats by staff may be considered as grounds for dismissal.

HELP DIRECTORY

Classroom help is available through your teacher. Access to guidance counseling is available through any staff member. Academic guidance is available through your Pathways Teacher. Help with staff relations is available from other staff, the Student Services offices, the Principal, and the Executive Director.

- Principal: Brandy Osborn
- Executive Director: Thomas McGregor
- Executive Assistant to the Director: Crissy Lindsey
- Dean of Student Resilience: Dave Forney
- Skills Builder: Dian Humphreys
- Registrar: Kelli Traviss
- Business Manager: Sarah Haffly
- Technology Manager: CJ Bryant
- Facilities Maintenance: Ray Ste.Marie
- Teen Parents: Melanie Morrow
- Designated Title IX Coordinator: Crissy Lindsey

HOURS OF OPERATION AND CALENDAR

School is open on designated days from 7:30 am – 4:00 pm. Parents are given a school calendar upon enrollment of their student. An additional copy may be requested from the Front Office OR visit our website at www.roseburgphoenix.com.

2019-2020 PHOENIX CHARTER SCHOOL DAILY BELL SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Period #1: Pathways 8:00am – 8:30am	Period #7: Pathways 8:00am – 8:30am	Period #1: Pathways 8:00am – 8:30am	Period #7: Pathways 8:00am – 8:30am	Period #1: Pathways 8:00am – 8:30am
Period #2 8:30am – 9:45am	Period #8 8:30am – 9:45am	Period #2 8:30am – 9:45am	Period #8 8:30am – 9:45am	Period #2 8:30am – 9:45am
Period #3 9:45am – 11:00am	Period #9 9:45am – 11:00am	Period #3 9:45am – 11:00am	Period #9 9:45am – 11:00am	Period #3 9:45am – 11:00am
Lunch 11:00am – 11:30am				
Period #4 11:30am – 12:50pm	Period #10 11:30am – 12:50pm	Period #4 11:30am – 12:20pm	Period #10 11:30am – 12:50pm	Period #4 11:30am – 12:50pm
Period #5 12:50am – 2:10pm	Period #11 12:50am – 2:10pm	Period #5 12:20am – 1:10pm	Period #11 12:50am – 2:10pm	Period #5 12:50am – 2:10pm
Period #6: Pathways 2:10pm – 2:25pm	Period #12: Pathways 12:50am – 2:10pm	Period #6: Pathways 1:10pm – 1:25pm	Period #12: Pathways 12:50am – 2:10pm	Period #6: Pathways 2:10pm – 2:25pm

IDEA REQUIREMENTS

It is the policy of Phoenix Charter School to aid public school districts in identifying Phoenix Charter School students who may be in need of IDEA services and to coordinate with districts in implementing the Individual Education Plans of students who are enrolled in Phoenix programs.

1. Phoenix Charter School shall follow district policies, procedures, and recommendations regarding enrolled Individual Education Plan (IEP) students and their rights to a free, appropriate public education.
 - A. When a Phoenix student is suspected of having a disability requiring special education and related services Phoenix Charter School will notify the district liaison.
 - i. Phoenix shall participate in the district's child find activities.
 - B. An Individualized Education Program (IEP) must be developed by the resident school district prior to initiation of special education and related services.
 - C. The resident district is responsible for evaluation of students for special education and related services, IEP development, IEP implementation, and IEP monitoring. Phoenix Charter School shall participate in these IEP processes at the discretion of the student's resident public school district.
 - i. Phoenix shall maintain records for students with disabilities in accordance with designated district policies and procedures including parent inspection and privacy requirements.

- D. The school district, in consultation with Phoenix Charter School, shall develop a program to meet the requirements of the Individuals with Disabilities Education Act (IDEA). For students enrolled in Phoenix Charter School, the program should be limited to those services normally provided by Phoenix.
 - i. Phoenix shall coordinate with district staff to participate in available district opportunities for Phoenix staff development related to IDEA services.
 - ii. Phoenix shall cooperate with the district to participate in procedural safeguards including scheduled re-evaluations, hearings and audits.
- E. The district will provide any additional services required to implement the IEP that is beyond the normal scope of Phoenix programs.
 - i. Phoenix will cooperate with the district to determine if any developmental, corrective, or other supportive services or aids are required.
 - ii. At the district's direction, Phoenix Charter School will aid in implementation of any required related services provided by the district.
- F. Phoenix Charter School shall notify the IEP team and/or school district liaison whenever any of the following events occurs:
 - i. staff evaluation(s) indicate that an appropriate change in the IEP, including any change in placement, will benefit the student;
 - ii. when disciplinary action leading to long-term suspension or expulsion is contemplated;
 - iii. when a behavior intervention plan must be developed or reviewed;
 - iv. when a child turns age 16 and a statement of needed transitional services must be developed.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

Special Education students must be included, to the maximum extent appropriate, in the regular educational environment. This extends to the schools' regular forms of discipline. However:

- 1. Misconduct may be a manifestation of the student's disability.
 - A. Whenever the IEP proscribes or prescribes disciplinary strategies or procedures Phoenix staff shall follow the prescription of the IEP and conduct disciplinary procedures accordingly.
 - B. When disciplinary strategies are proving unsuccessful or staff evaluation(s) indicate that strategies that will benefit the student require a change in the IEP, the district liaison shall be notified.
- 2. When disciplinary action may lead to long-term suspension or expulsion, the district liaison must be notified as an extended disciplinary removal may be deemed a "change of placement" and district IEP procedures must be followed.
 - A. The policies and procedures for discipline, suspension, and expulsion that apply to Phoenix students shall be followed unless the district liaison specifically requests modifications to those policies and procedures.
 - B. Phoenix Charter School shall work cooperatively with the district to devise alternatives to suspension or expulsion for IEP students.
 - C. When an IEP student is suspended from his or her current placement (for up to ten days), the school shall endeavor to help the student progress in the general curriculum and advance toward his or her IEP goals.

SUSPENSION & EXPULSION

Suspension and expulsion is defined as exclusion from school. It is the policy of Phoenix Charter School to consider exclusion from school in qualifying situations. Suspension or expulsion requires a formal process in order to provide that the student/guardian is:

- a) informed of the charge wherein the qualifying situation is cited;
- b) provided privacy;
- c) given notice of and the opportunity to respond to the charge;
- d) given the opportunity to aide the school in devising possible alternatives to suspension or expulsion;

- e) informed of the terms of the expulsion or suspension; and
- f) provided an opportunity to appeal the findings or terms of the expulsion/suspension.

DEFINITIONS:

- **Suspension** is a temporary exclusion of the student from school and/or school activities for up to ten school days.
- **Expulsion** is a release of a student from school attendance for no longer, than the maximum period allowed by law.

QUALIFYING SITUATIONS:

Oregon law allows schools to discipline, suspend, or expel any student who:

- Assaults or menaces a school employee or fellow student;
- Willfully disobeys;
- Willfully damages or injures school property;
- Uses threats, intimidation, harassment, or coercion against any fellow student or school employee;
- Openly defies a teacher's authority;
- Uses or displays profane or obscene language; or
- Violates school standards for use, possession, or distribution of controlled substances, look-alike drugs, and drug paraphernalia.
- Violates school standards for gang involvement;
- Does not comply with state immunization requirements for restrictable diseases.

Federal law requires schools to expel any student who: Possesses, conceals, or uses a weapon on school property or during a school learning activity whether the activity is conducted before, during, or after school or on or off-campus.

ALTERNATIVES TO SUSPENSION & EXPULSION

Alternatives to suspension or expulsion in qualifying situations may be preferable when, in the judgment of school staff, the desired effect of meeting the goals of the school can be obtained through less formal discipline procedures, alternative strategies, or alternative placements.

DISCIPLINE PROCEDURES:

Staff is considered to have the expertise to handle minor infractions without going through the steps of formal procedure. However, qualifying situations must be discussed with a school administrator when the staff member is unclear if the incident is a qualifying situation. A student incident report must be filed whenever a qualifying situation occurs. Restrictions on discipline, discipline procedures, and recommended methods are described in the staff personnel manual.

ALTERNATIVE STRATEGIES: When a student is not meeting the goals of the school curriculum, alternative strategies consistent with the student's learning styles and needs shall be considered as the preferable option to suspension, expulsion, or early leaving. Strategies that will result in a modification of the student's Personal Education Plan should be devised in consultation with the student, their parent/guardian, and resident school district official whenever feasible. The strategy should also include a plan to:

- a) facilitate remediation of the student's barriers to participating in the regular program
- b) identify criteria required by the school for the student to return to the regular program.

Alternative strategies include, but are not limited to:

- Requiring learning activities designed to facilitate remediation of student barriers.
- Changing the student's teachers and/or learning environments within the school.

- Modifying the student's daily schedule as to time and/or scheduled classes.
- Scheduling home-study options.

ALTERNATIVE PROGRAMS: In consultation with representative(s) from the student's resident district, alternatives to Phoenix Charter School programs may be considered to assist the student in achieving the goals of the curriculum. These options may include a partial or complete withdrawal from Phoenix Charter School. When a student withdraws from Phoenix Charter School to benefit from an alternative placement any criteria that are required for re-enrollment in Phoenix shall be identified and communicated to the student, parent/guardian, resident district, and a written copy shall be kept in the student's file for future reference.

ALTERNATIVES TO SUSPENSION OR EXPULSION FOR VIOLATIONS OF THE DRUG ABUSE

POLICY: The Student/guardian may elect to avoid suspension or expulsion for violation of the student drug abuse policy by completing an alternative strategy as recommended by staff and agreed to by the student/guardian.

THE SUSPENSION & EXPULSION PROCESS

While Phoenix Charter School does not consider suspension and expulsion as a preferred option there are situations where its use is warranted including:

- a.) Where, despite alternative strategies having been employed, the student is still not meeting the goals of the school curriculum;
- b.) When the parent/guardian agrees that suspension or expulsion is the appropriate strategy to motivate their student;
- c.) When suspension or expulsion is considered by the school to be beneficial in maintaining the safety of a student(s) or staff member(s); and
- d.) When the student's behavior(s) require the school to suspend or expel the student to comply with applicable state or federal statutes.

SUSPENSION PROCEDURES: A qualifying situation will result in staff conducting an investigation of the facts and filing an incident report with administration. Students and staff with factual information related to the qualifying situation shall provide testimony to be included in the incident report. If in the judgment of the school administrator that suspension is to be considered, the following steps shall be taken:

- The student/guardian shall be informed of the charge. A summary of the incident and charge will be provided to the student/guardian;
- The student may be placed on in-school suspension if the guardian or a suitable replacement cannot be reached or is not immediately available to care for the student;
- A parent meeting with the student, guardian, and necessary school staff will be conducted at the earliest convenience of those scheduled to attend. The purpose of the meeting shall be to: explain the charge; give the student/guardian an opportunity to defend the charge or to explain mitigating factors; to consider the best course of action for the student to meet the goals of the school; and to determine the length and nature of a suspension;
- The student/guardian shall be informed of the terms of the suspension or an alternative to suspension and a written summary will be provided for the student/guardian, the student's school file, and school administration.
- If the student/guardian disagrees with the findings, they may request a conference with the Principal, followed by a conference with the Executive Director if needed, and/or elect to follow the grievance policy procedure.
- Students may be suspended under emergency conditions without following these procedures until it is deemed that the emergency condition has passed. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if suspension does not take place immediately.

- Whenever a student is suspended from their regular school program, the school will endeavor to provide students with their classroom assignments in an effort to mitigate the negative effects of the suspension on academic success.

EXPULSION PROCEDURES: A qualifying situation will result in staff conducting an investigation of the facts and filing an incident report with administration. Students and staff with factual information related to the qualifying situation shall provide testimony to be included in the incident report. If in the judgment of the school administrator expulsion is to be considered, the following steps shall be taken:

- The student shall be required to follow the suspension procedures which will result in:
 - a) an alternative to expulsion or
 - b) in suspension until the outcome of an expulsion hearing.
- The student/guardian shall have the right to an expulsion hearing prior to expulsion. If they choose to waive this right, they must do so in writing. By waiving their right to a hearing, the student/guardian agrees to abide by the lawful findings of the expulsion officer. If a student/guardian chooses not to attend the expulsion hearing nor to waive their right to the hearing and instead withdraws from Phoenix Charter School, the parent must either participate in or waive their right to an expulsion hearing prior to re-enrollment in Phoenix Charter School.
- The student/guardian will be notified in writing, by certified mail, of the specific charge(s); the acts that support the charge; their right to representation; and the pending recommendation for expulsion including its length and conditions.
- Unless otherwise provided by the Board of Directors, an outside hearings officer approved by the sponsoring district shall act as the hearings officer and conduct the meeting in such a way as to assure that any necessary accommodations for participation are made as to communication and accessibility and to provide order.
- The hearing shall: be closed to the public; proceedings will be kept confidential; the hearings officer or the accused may make a record of the hearing; the student shall be permitted to hear the evidence presented against them; the student shall be afforded the right to present their version of the situation and to make a showing by way of oral testimony, affidavits, or exhibits; the student shall be permitted to have a representative (i.e., parent, legal counsel) at the hearing to advise them; and witnesses shall be in attendance only when testifying.
- The Hearings Officer shall: determine the facts of the case based on the evidence proved at the hearing; determine whether the student charged is guilty of the alleged conduct; decide on disciplinary action up to and including expulsion; notify the Board of Directors of their findings and decision. The written decision shall inform the student/guardian of their right to appeal the decision within five working days of the receipt of the decision.
- If a student/guardian files a request to appeal the decision, the student shall remain suspended until the Board of Directors acts on the appeal.
- Upon appeal, the Board shall move to review the decision of the Hearings Officer at a special meeting to be held in executive session and shall affirm, modify, or reverse the decision.
- A student/guardian may petition the Board of Directors at any time for conditional re-admission to school, modification of the terms of expulsion or modification of any other disciplinary action.
- Any student who is suspended or expelled may be released to enroll in another district school or alternative education program subject to the requirements of the district or program.
- Expulsion of a student shall not extend beyond the maximum allowed by law.
- A student who is under suspension or expulsion may be restricted from all school events including the graduation ceremony.
- The victim(s) of any alleged violation of any policy shall be informed of all hearing dates and shall be allowed to provide testimony in person, in writing, or by telecommunications at all stages of the expulsion process up to and including the expelled student's petition for conditional re-admission or modification of the expulsion order. A victim may be accompanied by an advocate whenever appearing to testify.
- Other procedures apply to a student who is identified for special education services as a child with disabilities.

PHOENIX CHARTER SCHOOL

2019-20 STUDENT POLICY HANDBOOK SIGNATURE SHEET

Signature by the Student and Parent/Guardian signifies their commitment to accept and abide by these policies to fully enroll in Phoenix Charter School and that they have read and understand the Student Policy Handbook of Phoenix Charter School.

Student Signature

Date

Please PRINT Student Name Here

Parent/Guardian Signature

Date

Pathways Teacher or New Student Intake Teacher Name

Date

Pathways Teacher and/or New Student Intake Teacher: Upon completion of the classroom presentation of this Student Policy Handbook, sign and date this sheet as directed above. Remove this sheet from the handbook and forward it to the Registrar for placement in the student's file.

Thank you!

Phoenix Charter School

Student Policy Handbook 2019-20

APPENDIX

1. Bathroom/Hall Pass Policy
2. First Student Bussing Rules
3. Food Delivery Policy
4. Parking Policy
5. School Day Visitor Form
6. Sexual Harassment Policy
7. Disclosure of Personal Student Information
8. Student Consent and Permission Form



Phoenix Charter School

3131 NE Diamond Lake Blvd, Roseburg, OR 97470 / phone: 541-673-3036 / web: www.roseburgphoenix.com

BATHROOM/HALL PASS POLICY

Each teacher will have one BATHROOM pass on a lanyard. Teachers and staff will issue paper hall passes at their discretion (goldenrod color) for destinations other than the bathroom (Front Office, Dave's office, etc). In addition, each staff member will maintain a sign-in/sign-out sheet in their rooms to monitor out-of-class activities. Staff will also encourage students to use the water fountains in their room to reduce the number of students in the hallways. Students will be asked to follow the "2-minute" rule when using the restrooms. No one will be allowed to use the bathroom pass within the first and last 5 minutes of class.

Staff/administration will:

- Provide a bathroom pass or hall pass when deemed necessary and prudent.
- Provide hall passes to students who may be running late to another class.
- Limit the number of times students leave the learning environment.

Students will:

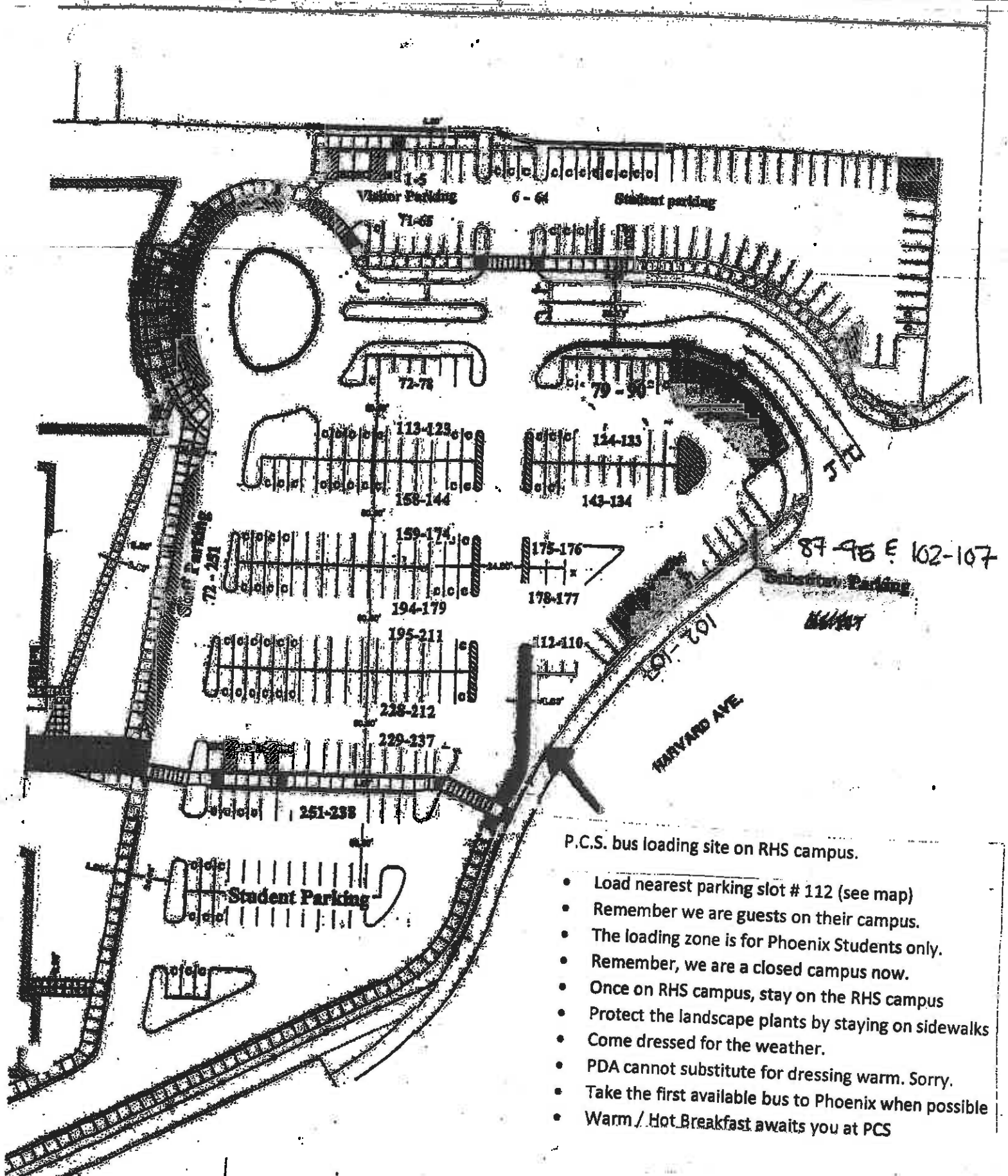
- Use bathroom/hall passes when outside the classroom.
- Not abuse the bathroom use policy.
- Limit personal business to passing periods unless absolutely necessary.
- Comply with staff/administration decisions.

Consequences for violating the bathroom/hall pass policy (per trimester):

- 1st violation One on one talk with their Pathways Teacher.
- 2nd violation Phone call home to parents by their Pathways Teacher.
- 3rd violation Parent/Teacher/Student meeting and a behavior support contract.
- 4th violation Out of school suspension for two days and a Parent/Teacher/Student meeting.
- 5th violation Out of school suspension for five days and a Parent/Teacher/Student meeting.
- 6th violation Consequence is at the discretion of SST (outcomes may include further suspension, alternative placement, or expulsion).

Phoenix Bus Procedure

Roseburg High School



P.C.S. bus loading site on RHS campus.

- Load nearest parking slot # 112 (see map)
- Remember we are guests on their campus.
- The loading zone is for Phoenix Students only.
- Remember, we are a closed campus now.
- Once on RHS campus, stay on the RHS campus
- Protect the landscape plants by staying on sidewalks
- Come dressed for the weather.
- PDA cannot substitute for dressing warm. Sorry.
- Take the first available bus to Phoenix when possible
- Warm / Hot Breakfast awaits you at PCS



FIRST STUDENT BUSSING

Phoenix students have the benefit of riding First Student Busses including extended routes to Oakland, Sutherlin, Glide, and Winston as well as locations in Myrtle Creek, Tri City and Canyonville (please see the Front Office or school website for bus routes and schedules). We are thankful for this bus service which allows students who prefer “The Phoenix Experience” even though they reside out of the Roseburg area. We see First Student Bussing as a community partner. Students can share their support by following their rules. You can find this list on every bus, located at the front bulk head, on an orange decal.

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency exit only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall not bring animals, except approved assistance guide animals on the bus.
7. Pupils shall remain seated while bus is in motion.
8. Pupils may be assigned seats by the bus driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
10. Pupils shall not extend their hands, arms, or body parts through bus windows.
11. Pupils shall have written permission to leave the bus other than at home or school.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without permission of driver.
14. Pupils shall keep the bus clean, and must refrain from damaging it.
15. Pupils shall be courteous to the driver, to fellow pupils, and passersby.
16. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride buses.
17. Rules Governing Pupils Riding School Buses and School Activity Vehicles must be kept posted in a conspicuous place in all school buses, type 20, and type 21 activity vehicles.

continued on next page...



RIDING THE BUS—RULES TO FOLLOW

When Waiting for the Bus:

- Be visible.
- Stay in designated “safe” areas.
- Be respectful of others’ property.
- Use quiet voices.
- Wait patiently.
- Be on time (five minutes before the bus arrives).
- Wait for driver’s signal to cross in front of the bus.
- Form and stand in line to load bus.
- Keep pets and inappropriate items at home (toys, glass containers, etc.).

When Riding the Bus:

- Follow bus rules.
- Find your seat quickly.
- Sit correctly.
- Share the seat with others.
- Keep hands, feet, and objects to yourself.
- Keep hands, feet, and objects inside the bus.
- Keep aisles clear.
- Be quiet at railroad crossings.
- Use kind words and actions.
- Use quiet voices.
- Follow bus driver expectations and directions.
- Ask permission to open windows half way.
- Ask permissions to change seats.
- Food, including snacks, are not to be eaten on the bus, please keep them in your backpack.
- Keep all belongings and personal items to yourself.
- Clean up after yourself if you make a mess.
- Watch for your stop.

When Unloading from the Bus:

- Watch for your stop.
- Respond to driver instructions.
- Follow dismissal procedures—wait for the brake to be set before standing.
- Emergency exits are only used in emergencies.
- Cross in front of the bus only if the driver directs you to.
- Have note from the front office for any busing changes.
- Take personal items with you.
- Close your window when leaving.

Student Printed Name: _____

By signing this form I agree to abide by & follow all conditions listed on all three pages of the Phoenix Bus Procedure.

Student Signature: _____ Date: _____



Food Delivery Policy

It is our expectation for students to pre-pay the office, not interrupt their class time, and enjoy their food during the school's scheduled lunch break. Food will be held safely in the front office, so it may be picked up by the student from our office staff.

When ordering food, DO:

- Schedule to pick up your order during an official class break time or at lunch time.
- Plan ahead! Tell the front office staff and leave money for your order during an official class break time.
- Discuss with your teacher about your food order.
- Have your money already arranged. Class time is not for pleading for funds from others.
- Inform the restaurant to deliver between 10:50—11:30am.
- Tell the restaurant that they can leave the food order in the front office and their payment will be there waiting for them.
- Pay with cash. Credit card orders must be signed by the student and require prior arrangement with your teacher to leave class and sign the receipt. (Food will remain in the the front office until an official class break time).
- Tip! Gratuity is an expected practice in the USA. Leave a couple of extra dollars for the driver.
- Find a trash can for everything when you are done.
- Please eat in the cafeteria or outside.

When ordering food, REMEMBER:

- Do not interfere with your class time and interrupt the class for your order.
- Do not wait in the lobby or other areas of school for your food to arrive.
- Do not search the school to ask others openly for money to fund your purchase.
- Do not leave your trash around the school for others to pick up.
- Do not eat in the lobby or hallways where food debris can accumulate.
- Do not expect your food to go back to class with you if you must visit the front office to sign a credit card receipt.

Phoenix reserves the right to refuse any food delivery not meeting the guidelines stated above.

Phoenix reserves the right to cancel all food delivery privileges for a student or the entire student body.



PARKING POLICY

The following process has been updated for the 2019-20 school year:

1. All staff and students who utilize the Phoenix Charter School parking lot(s) must register their vehicle(s) with the front office. Staff will indicate on the vehicle parking log which parking lot/space they will be parking in on a daily basis.
2. All staff will be issued a parking permit.
3. All visitors and guests must park in the upper lot unless they have arrived with a staff person.
4. All students planning to park on campus must register their vehicle with the front office. There is a \$10.00 fee to register for a parking permit. This fee is not refundable.
5. The lower parking lot is restricted to:
 - a. Staff
 - b. Teen parents
 - c. Deliveries
 - d. Special events
 - e. Students who demonstrate an accessibility need or are directed to park at the lower level per SST.
6. Student parking privileges will have the following conditions. Students may have their parking privileges suspended or revoked for not following the policy.
 - a. Generally, student parking is restricted to the upper parking lot (see #5 above). Students will be assigned a numbered parking space, one parking space per vehicle.
 - b. Students may not sit in their vehicle (or a friend's vehicle) or loiter around their vehicle (or a friend's vehicle) at any time during the school day.
 - c. Students who are approved to park on campus will pay the \$10.00 registration fee.
 - d. Students who lose their parking permit will have to purchase another permit for \$5.00.
 - e. If a student reports a parking permit lost or stolen they will still be required to pay \$5.00 for a new permit.
 - f. Students who leave campus in their vehicle, including lunchtime, must sign out in the front office and sign back in when they return. Students still need parent permission to leave campus in their car, unless age 18 or over.
Student Initials _____
 - g. Students must not have other students riding with them in their vehicle (an exception is made for siblings). Students who take other students off campus will be warned about the infraction, if the student has another infraction, the student may lose their parking privileges. If Phoenix staff see a student driver with other students in the car they may be reported to the police, per Oregon state law (see Oregon DMV driving regulations for licensed drivers under the age of 18 here: <http://www.oregon.gov/ODOT/DMV/TEEN/pages/license.aspx>).
Student Initials _____
 - h. Students who park their vehicles in the wrong area will be contacted and directed to move their vehicle.
 - i. Student's who consistently park in the wrong area and/or are defiant and uncooperative when asked to move their vehicle will lose their parking privileges for the appropriate amount of time, up to and including the remainder of the school year.
 - j. The suspension or denial of a student parking permit is at the sole discretion of Phoenix Charter School. Suspension, denial or revocation of parking privileges may be used as a disciplinary sanction for other school behavior or performance issues.

Student Name (print)	Student Signature	Date
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Vehicle Description (Year, Make, Model & Color)	Plate Number
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Assigned Parking Lot

Parking Permit Number

revised, 08/27/19, cl



School Day Visitor Policy

- Pre-approval for your visitor to visit Phoenix is **REQUIRED**.
- You **MUST** meet with the Principal prior to bringing your visitor.
- You must have this form filled out in full **before** you can bring your visitor to school. **You may not bring the visitor and then get this form filled out.**

Date of visit: _____ Name of Visitor: _____ Visitor's Age: _____

If visitor goes to school, why are they not going to school on the day of visit? _____

Teacher & Staff Approval:

All of your teachers must sign this form giving their permission for your visitor to be in their class:

Pathways _____ A Block _____

2nd _____ B Block _____

3rd _____ C Block _____

4th _____

5th _____

You must notify the Kitchen Coordinator at least 24 hours prior to bringing your visitor if they are going to eat lunch and/or breakfast. Please notify your visitor that there is a cost for meals, inquire with the Kitchen Coordinator for the current price.

Kitchen Coordinator's signature (if applicable): _____

RULES of having your visitor here:

- You must give at least 24 hours of notice and receive approval before bringing your visitor.
- You must check in at front office at the beginning of the day of the visit, at that time, a visitor pass will be handed out.
- If your visitor is disruptive, and asked by staff to leave our campus, they must do so.
- Failure to comply with these rules may result in the loss of privileges relating to bringing visitors to school in the future.

PLEASE PRINT:

Student name: _____ Phone # _____

Visitor's name: _____ Phone # _____

You must provide a name and phone number to call in case your visitor needs to leave or has an emergency. This person must be available all during the school day to receive phone calls and to possibly come and pick up your visitor.

Visitors Emergency Contact Name: _____

Relationship to visitor: _____ Phone #: _____

I have read and agree to the conditions as set forth in this policy, and I agree to follow all rules of Phoenix Charter School plus all instructions given to me by PCS Staff.

Student Signature: _____ Date: _____

Visitor Signature: _____ Date: _____

Student Parent/Guardian Signature: _____ Date: _____

Visitor Parent/Guardian Signature: _____ Date: _____

PLEASE SUBMIT THIS COMPLETED FORM TO THE FRONT OFFICE, THEY WILL PROVIDE A COPY
FOR YOUR PATHWAYS TEACHER.

updated, cl, 08/29/17



Phoenix Charter School

3131 NE Diamond Lake Blvd, Roseburg, OR 97470 / phone: 541-673-3036 / web: www.roseburgphoenix.com

SEXUAL HARASSMENT POLICY

Phoenix School is committed to maintaining a learning environment that is free of sexual harassment. Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature made by a member of the staff to a student, or by a student to another student. Such conduct will bring about a disciplinary action which may result in termination for an employee or expulsion for a student.

Note: If the school has reasonable suspicion that a crime of a sexual nature has occurred, the complaint shall be forwarded to law enforcement and suspension of the alleged perpetrator pending investigation may be warranted depending upon the nature of the alleged complaint and circumstances.

Any person who has knowledge of or feels he/she is a victim of sexual harassment should immediately report his/her concerns to the Executive Director. Any employee who is aware of sexual harassment in a school setting is responsible for reporting such sexual harassment to the Executive Director.

Students are encouraged to file with the Executive Director a formal complaint if they feel they are victims of sexual harassment. The Executive Director will promptly and thoroughly investigate all complaints. Allowing for a full investigation, all such complaints or reports will be treated in the strictest confidence.

COMPLAINTS

The following procedures shall be used for reporting, investigating, and resolving of complaints of student sexual harassment.

Any student who believes he/she has been subjected to sexual harassment should immediately report the incident to the Executive Director. If the alleged harassed is the Executive Director, then the student should report the incident to the school board. The Executive Director will investigate all complaint and respond to the complainant by scheduling a conference within five (5) school days whereby a written response shall be issued. If this reply is not acceptable to the complainant, he/she may file a formal complaint according to the steps:

- a) When a formal complaint is filed, a conference will be held with the complainant within five (5) school days. A written response of finding will be given to the complainant within ten (10) school days following the conference.
- b) If the complainant is not satisfied with the decision of the Executive Director, he/she may submit a written appeal to the School Board. The School Board shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complainant within ten (10) school days.

Allowing for a fair investigation, confidentiality will be maintained for all parties concerned and no reprisals or retaliation will be tolerated because of good faith reporting of charges of sexual harassment.

DISCIPLINARY ACTION

Upon finding of fact that sexual harassment has occurred, the following disciplinary action for any student who engaged in reported unwanted sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature will be administered. The disciplinary action is meant to stop a pattern of sexual harassment from developing and, failing that, to exclude the person committing harassment the opportunity to do so within the scope of the school's administration:

First Substantiated Complaint: Notification of explanation of the policy and finding of fact for the student and parent/guardian. With agreement not to engage in any further unwelcome conduct of a sexual nature, there is no suspension only written verification of the facts and notification. Without an agreement not to further engage; three-day suspension.

Second Substantiated Complaint: Five-day suspension. Note if a pattern of harassment continues even if it is not of a sexual nature it is considered a second complaint.

Third Substantiated Complaint: Expulsion. An expulsion hearing shall be scheduled.

The Executive Director shall maintain the authority to apply this policy in a manner to ensure the safety and well-being of the school's students, staff, and visitors.

RB 10/31/13

PHOENIX SCHOOL

POLICY ON

CONDITIONS FOR DISCLOSURE OF PERSONAL STUDENT INFORMATION

A. Disclosure of Personally Identifiable Information in Connection with a Health or Safety Emergency. (34 CFR §99; ORS 336.187; OAR 581-021-0391))

(1) Phoenix School shall disclose personally identifiable information or other information allowed to be disclosed by the federal Family Educational Rights and Privacy Act from an educational record of a student to:

(a) Law enforcement, child protective services and health care professionals in connection with a health or safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals; and

(b) Courts and state and local juvenile justice agencies including, but not limited to, law enforcement agencies, juvenile departments and child protective service agencies. Disclosure under this paragraph must relate to the court's or juvenile justice agency's ability to serve the needs of a student prior to the student is adjudication under ORS Chapter 419C. A person to known personally identifiable information is disclosed under this paragraph shall certify, in writing that the person will not disclose the information to a third party other than another court of juvenile justice agency or a person or organization providing direct services to the student on behalf of a juvenile justice agency.

(2) As used in this section, a "health or safety emergency" includes but is not limited to, law enforcement efforts to locate a child who may be a victim of a kidnap, abduction or custodial interference and law enforcement or child protective services efforts to respond to a report of child abuse or neglect pursuant to ORS 419B.005 to 419B.050.

B. Disclosure of Information to Comply with Judicial Order or Subpoena. (34 CFR §99; OAR 581-021-0371)

(1) Phoenix School may disclose information in order to comply with a judicial order or subpoena only if Phoenix School makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action except if the disclosure is in compliance with:

(a) A federal grand jury subpoena and the court has ordered that the existence of the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or

(b) Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence of the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

C. Rights of Inspection and Review of Education Records. (OAR 581-021-0270)

(1) Except as limited under FERPA and IDEA, Phoenix School shall permit a parent, an eligible student, or a representative of a parent if authorized in writing by the parent, to inspect and review the education records of the student.

(2) Phoenix School shall comply with a request for access to records:

(a) Within a reasonable period of time and without unnecessary delay;

(b) For children with disabilities under OAR 581-015-00051, before any meeting regarding an IEP, or any due process hearing, or any resolution session related to a due process hearing; and

(c) In no case more than 45 days after it has received the request.

(3) Phoenix School shall respond to the reasonable requests for explanations and interpretations of the records.

(4) If a parent or an eligible student so requests, Phoenix School shall give the parent or eligible student a copy of the student's education records pursuant to ORS 192.440, except that no copy of test protocols, test questions and answers, and other documents described in ORS 192.510(4) shall be provided unless authorized by federal law.

(5) Phoenix School shall not destroy any education records if there is an outstanding request to inspect and review the records under these policies.

(6) While Phoenix School is not required to give an eligible student access to treatment records under the definition of "education records" in OAR 581-021-0220(6)(b)(D), the student may, at his or her expense, have those records reviewed by a physician or other appropriate professional of the student's choice.

D. Limitations on Right to Inspect and Review Records (34 CFR §99.12(a); OAR 581-021-0290)

If the education records of a student contain information on more than one student, the parent or eligible student may inspect, review, or be informed of only the specific information about that student.

E. Annual Notice (34 CFR §99.7; OAR 581-021-0260; Roseburg H.S. Handbook)

Phoenix School annually notifies parents of all students, including adult students, currently in attendance that they have a right to:

(1) Inspect and review the student's records;

(2) Request and amendment of the student's educational records to ensure that they are not inaccurate, misleading or other-wise in violation of the student's privacy or other rights;

(3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the student educational record rules authorize disclosure without consent;

(4) File with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act; and

(5) Obtain a copy of the Phoenix School's education records policy.

F. Confidentiality of Student Education Records. (OAR 581-021-0265; 34 CFR §99.7)

(1) Phoenix School shall keep confidential any record maintained on a child with a disability in conformance with OAR 581-021-0220 through 581-02100440.

(2) Phoenix School shall protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.

(3) Phoenix School shall designate one official to be responsible for ensuring the confidentiality of any personally identifiable information.

(4) All persons collecting or using personally identifiable information must receive training or instruction regarding the State's policies and procedures under OAR 581-015-0055 through 581-015-0606 and 581-021-0220 through 581-021-0440.

G. Cooperation with Roseburg School District (Charter)

Phoenix School shall comply with all record keeping requirements of federal and state laws pertaining to student records and shall cooperate with the Roseburg School District by providing any reports or records to the District as necessary, to meet the District's reporting obligations to the Oregon Department of Education or the U. S. Department of Education.



Phoenix Charter School

3131 NE Diamond Lake Blvd, Roseburg, OR 97470 / phone: 541-673-3036 / web: www.roseburgphoenix.com

CONSENT/PERMISSION FORM

Student Name: _____ Grade: _____ Date: _____

Photo Release

I/we give my permission for Phoenix School to use any photos, video footage, or voice recordings of the above named student. Use may include but is not limited to project record keeping, promotion of Phoenix School and its programs, or for other agencies involved in a project at Phoenix School. I/we release and authorize my photos, video footage and/or voice recordings to be used by the media, including but not limited to: local newspapers, Facebook, Instagram, Twitter, Snap Chat, and YouTube. Photographs are commonly used in yearbooks, newsletters, and websites.

I/we hereby waive any claim to royalties or other payments in connection with broadcast or other use of such material. I/we hereby release Phoenix School, the media (including but not limited to, newspapers, television, and radio stations), their agents and all those acting under their authority, from any liability by virtue of any violation of any personal property rights which I/we may have in connection with the broadcast or other use of said material.

Permission to Participate in Activities

I/we give permission for the above named student to participate in all Phoenix School activities. I understand that said student's participation will sometimes require him/her to leave campus to participate in classroom activities. I fully support my son/daughter's participation in Phoenix School activities and grant permission for him/her to leave Phoenix School campus to participate in educational activities during the school year. I understand that I will receive written notification of any field trips that will take my son/daughter away from the school for periods longer than a day. I understand that in order for my child to participate in any overnight or out of county activities, I will need to sign and return an activity specific permission form.

Military Recruitment

The *No Child Left Behind Act of 2001* requires school districts to provide, upon request, the names, addresses and phone numbers of high school juniors and seniors to military recruiters, colleges, and universities. To "Opt Out" you must check one or both of the categories below.

I do not want my child's name, address, and phone number released to:

Military recruiters College Recruiters

Student Policy Handbook

The Phoenix Student Policy Handbook is available for review in the Front Office. The Student Policy Handbook will be updated this summer and all Phoenix students will review the new material with their Pathways teacher the 1st week of school.

Signatures

By signing this form, I agree that all the information is true. This consent form is a required, official record. If any information should change during the school year I will notify the school immediately.

Signature of Parent/Guardian: _____ Relation: _____ Date: _____

Signature of Parent/Guardian: _____ Relation: _____ Date: _____