

GP FLEX

Grants Pass Flexible Learning EXperience



STUDENT/PARENT HANDBOOK 2023-2024

Revised June 2023

23-24 GPFLEX Handbook

Welcome to GPFLEX!

We are very glad that you want to learn more about us. Below you will find detailed information about our processes, procedures and expectations.

Please do not hesitate to reach out to us with any questions that you may have. We look forward to working with you!

Grants Pass School District #7 does not discriminate on the basis of race, religion, ethnicity, national origin, sexual orientation, disability, marital or parental status, or gender and gender identity in providing education or access to the benefits of education services, activities, and programs.

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GPFLEX Contact Information

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Attendance (Process and Procedures)

In order to maximize student success, regular attendance is crucial. The Oregon Department of Education (ODE) requires that students participating in an online/virtual model of learning must have “*substantive interaction*” with a school official daily in order to be considered present at school, and that attendance must be taken **daily**. Substantive interaction includes two-way communication between the designated school employee and student.

Attendance for virtual classes will be taken as described below:

To be marked *present* a student will need to have:

- Participation in class = daily work in Edgenuity or weekly average that shows progress to completion
- Substantive interaction = active participation in video conference, meaningful two way communication (Google Form reflection, text, call, email, etc)

Attendance must be recorded every 24-hours on school days. GPFLEX and our teachers will record attendance no later than 3:00 PM on instructional days.

To meet the requirements of attendance set forth by the ODE, GPFLEX will use a two-step attendance procedure (see below) where both steps must be completed for students to get credit for attendance.

Step One: Attend scheduled Zoom (or in-person) meetings with a designated teacher. The Zoom link will be on the teacher’s Canvas page. *Students attending zoom meetings are expected to have their cameras on and engage in the discussion or lesson.*

On non-meeting days, students will submit academic reflection GoogleForm.

Step Two: Make weekly progress in Edgenuity classes.

Weekly Progress- Students must make adequate progress in their courses weekly. This is seen through an average percentage increase in progress for classes.

- a. Students should be working an average of 60-75 minutes per class, per day to remain on track in all classes.
- b. Marking for absences for lack of progress (LP) is done on Mondays for the previous week.

Absences will be counted as *unexcused* unless a parent calls the GPFLEX office to excuse the absence. Excused absences are for the same reasons outlined in the [district policy](#) for excused absences in brick and mortar schools.

Parents may also email attendance excuses to the GPFLEX office (nkuhnert@grantspass.k12.or.us). Students should always reach out to their teacher-of-contact when absent, regardless if it is excused or unexcused.

GPFLEX students that also attend in-person classes will have attendance taken by the classroom teacher but are also expected to check in daily with their GPFLEX teacher as described above.

Attendance (How a Parent Can Excuse An Absence)

All absences not cleared by a parent or legal guardian within 48 hours will be considered unexcused. [ORS 339.065](#) defines 8 half day (or 4 full) unexcused absences in any four week period “irregular attendance” and in violation of the “regular attendance” required in [ORS 339.020](#). In accordance with [ORS 339.065 sec 2](#):

*“An absence **MAY** be excused by a principal or teacher if the absence is caused by the pupil’s sickness, by the sickness of some member of the*

*pupil's family or by an emergency. A principal or teacher **MAY** also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence."*

With this in mind it is at the discretion of the school whether an absence is considered excused or not. As a general rule any absence that is acknowledged by the parent or legal guardian either prior to the event or within 48 hours after the event is considered verified.

Absences due to the following reasons are generally considered excused, prior notice is preferred, and the school reserves the right to request documentation, or corroborating statements if there is further question about either the attendance event, or the frequency with which the event is, or has, occurred:

- Illness
- Medical or Legal Appointment
- Family Emergency (Sudden Illness, or Injury)
- Bereavement or Funeral
- School Academic or Extracurricular Activity

In accordance with [ORS 339.257](#) *"a student shall be considered to have withdrawn from school after more than 10 consecutive school days of absences"*.

Chronic Absenteeism is defined by the Oregon Department of Education as any student who has less than 90% attendance.

Excluding all other factors students who miss more than 10% of the school year often have external barriers that are impacting attendance, and eventually academic performance respective to their abilities.

As a way to best support the students and families, and in accordance with Oregon's Statewide Chronic Absenteeism Plan set forth in House Bill [\(HB\) 4002](#) (2016) GPSD 7 tracks all non-school related attendance events.

In order to assist with this process GPSD utilizes the *Attention 2 Attendance (A2A)* notification and letter writing system.

This system is designed to help identify and support students who may have barriers that prevent their ability to attend school.

It is also designed to provide unbiased identification, support, and in some cases accountability for all families, regardless of race, age, or financial situation. Letters are mailed home in the following sequence:

- a. **Notification of Truancy Letter** – Generates after 4 Unexcused Absences within a 4 week period, classifying student as a Truant.
- b. **Attendance Outreach 1 (September through December)** – Generates after 4 combined excused/unexcused Absences.
- c. **Attendance Outreach 2 (January through May)** – Generates after 4 combined excused/unexcused Absences.
- d. **Attendance Letter 1** – Generates after 7 combined excused/unexcused Absences.
- e. **Attendance Letter 2** – Generates after 10 combined excused/unexcused Absences.
- f. **Excessive Absence – Attendance Letter 3** - Generates after 14 combined excused/unexcused Absences.
- g. **Conference Invite/Notification** – Student becomes eligible for conference after Excessive Absence Letter 2 is generated.
- h. **Email notifications:** Notifies Parent/Guardian that they will be receiving a letter from the district regarding their student's attendance via U.S. Mail within 24 hours.

Any day that a student is not present for instruction or is not involved with a school sponsored activity (field trips, band, athletics, etc) is tracked by the A2A system. This also includes absences that have been verified by the parent such as vacations, or college visitation.

Attendance (Staff Action on Absences)

If a student is absent two times in the same week: the teacher may email the parent to notify them of the absences and inquire as to whether supports are needed or if there are concerns that need to be addressed. The teacher will record the action in PowerSchool.

If a student misses an entire week or demonstrates a pattern of absence and no communication is received from the family, notification will be sent to Principal Jaroslow and he will contact the family to offer any necessary support or problem solving.

If chronic absenteeism (excused or unexcused) becomes an issue that cannot be resolved, and if academic progress is being hindered by the absenteeism, it may be necessary to revisit the student's placement in GPFLEX.

Assessments (Oregon State Assessment System)

In 2010, Oregon adopted higher K-12 standards in English Language Arts and Math to ensure all students move from grade to grade with the academic knowledge and skills necessary for success beyond high school.

Because we raised the bar for what we expect students to know and be able to do, we have also changed the way we measure student progress through our state tests, known as the Oregon State Assessment System (OSAS).

While no single test can give a complete picture of your child's progress, having your child take the statewide tests provides educators and administrators with information about what educational approaches are working and where additional resources are needed.

Your child's participation is important to ensure schools and districts receive the targeted resources they need to help all students succeed.

House Bill 2655 permits parents and adult students to annually opt-out of Oregon's statewide summative tests in English Language Arts and Math by submitting an annual form to the school the student attends. Schools will provide parents with the annual form at least 30 days prior to the start of testing.

Your child will be tested once after he or she has completed at least two-thirds of the school year. It's important that your child attend regularly during the testing opportunity to get the most accurate assessment outcome possible. Your child's school will determine the specific dates your child takes the tests within the statewide testing window. The statewide testing window is from January through June each school year.

Communication With Families

GPFLEX will push out notifications and important reminders using the ParentSquare app and email. <https://www.parentsquare.com/>

Notifications and forms will also be posted on our social media sites when appropriate.

Counseling Middle and High School Students

For the 2022-23 school year, a counselor dedicated to GPFLEX secondary students will provide non-emergency mental/emotional support and

academic counseling. A referral can be made by the counselor, a teacher, or GPFLEX office staff to Options for Southern Oregon for emergency or ongoing mental health services. These mental health services will be offered through Options for Southern Oregon therapists.

Credits and Graduation

Middle school students do not earn credits towards completion or graduation unless they take a high school level course. Middle school students must take 4-7 classes in total (between online and in-person) per term.

High school students need to earn 24 credits in accordance with high school graduation requirements outlined by the State of Oregon and Grants Pass School District #7. High school students must take 6-8 courses in total (between online and in-person) per term.

- **Student High School Graduation Plan-** A Personalized Learning Plan (PEP) will be used by GPFLEX staff and administration to help students plan and monitor their progress toward graduation.

Each high school semester class, unless otherwise noted, is valued at 0.5 credits.

Below are the credits needed for graduation:

English	4.0	Careers (Career Academy)	0.5
Math (Alg 1 and higher)	3.0	US History	1.0
Science	3.0	Economics	0.5
Wellness	0.5	Government	0.5
Health	0.5	Art/CTE/Language	3.0
PE	1.0	General Electives	5.5
World Cultures	1.0		

Credit Requirements for Students on a Modified Diploma:

Oregon law (OAR 581-022-1134) requires that parents of students who will enter 9th grade after July 1, 2009, be notified of the availability of a modified high school diploma.

The modified high school diploma is available for students who have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the student or a documented history of a medical condition that creates a barrier to achievement.

A determination that a student will be working toward a modified diploma may be made by the school team no earlier than 6th grade and no later than two years before the student's anticipated graduation date unless a change has occurred in the student's documented history.

A decision to work toward a modified diploma may be changed by the school team. A modified diploma is based on attaining 24 credits, just like a standard diploma. However, the courses that constitute a modified diploma are different.

To earn a modified diploma, a student must complete the following credits:

- **Language Arts/English – 3**
- **Math – 2**
- **Science – 2**
- **Social Studies – 2**

- Health – 1
- PE – 1
- Career Technical Education/Arts or Second Language – 1
- Career Education - .5
- Elective/Other – 11.5

If you have questions regarding the modified diploma for your child, please contact your building administrator.

Credits From Another Institution/Early College

Students may take classes through RCC or BYU for high school credit. IF the class is not offered within D7 (virtually or in-person) the district may be able to reimburse the family for expenses. To be reimbursed for such classes, the following conditions must be met:

- School officials must know of the intention to take the courses *in advance*.
- The course must be one that is not offered within Grants Pass District 7
- Successful (passing) completion documents must be provided (transcript or report card).
- Receipt of course cost must be supplied.
- If a student fails or drops the course, the next college-level course will be paid for by the family. If that class is completed successfully, D7 will reimburse the cost.

College Credit for AP Online Courses:

It must be understood that in many circumstances, earning AP credit in online classes does not come with college credit. In these cases, the student needs to take and pass the AP exam for the AP courses to be awarded college credit when entering college. Students taking AP courses online must be prepared to spend substantially more time and effort to complete the course than is necessary for non-AP courses.

The AP exam has a \$40 registration fee that is not covered by D7. The cost of the test itself is covered by D7.

Credit Deficient Students

To keep students moving forward academically, students that are credit deficient typically, will not be assigned credit recovery during the regular term unless the following conditions are met:

- They are a senior or 12+ student that has met all their other credit requirements
- They have completed their courses early enough in the term to allow for time to complete their credit retrieval course.

Directory Information

Grants Pass School District No. 7 holds all information about students as being confidential except for “Directory Information.” This includes student/parent’s legal name, address, telephone listing, electronic address, date and place of birth, student’s photograph, participation in officially recognized activities, weight and height of athletic team members, dates of attendance, grade level, dates entered and graduated from Grants Pass School District schools, degrees, honors, or awards received, and most recent previous school or program attended.

Directory information considered by the district to be detrimental will not be released. Requests for directory information to be used for commercial solicitations will be considered detrimental and denied.

Except for parent class list or school support group (PTA, Booster Club etc.) group contact list requests, group or comprehensive directory information requests for contact information for all students in the District, a school or a grade level will be limited to students’ mailing addresses only.

At no point will a student's social security number or student identification number be considered directory information. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

Directory information will be released upon request to the news media and can be used for student directories, District web pages, sports programs, or activity programs unless otherwise requested by the parents. By law, the district must release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information.

Objections to releasing part or all of the Grants Pass School District directory information must be in writing and directed to the principal of the student's school within 15 days of annual public notice.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") and currently in attendance within schools in the district, certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights

under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Identifiable information, aka directory information, is defined as information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. This could include:
 - a. Name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level;
 - b. Participation in officially recognized activities and sports, weight and height of members of athletic teams;
 - c. Major field of study, degrees, honors, and awards received;
 - d. The most recent school attended

Parents and eligible students have the right to opt out of disclosure of directory information annually by submitting a written request to the building principal. Disclosure without consent may be made to a school official who has a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff person (including health or medical staff and law enforcement personnel), a person serving on the School Board, a person or company with whom the school has contracted as its agent to provide a service instead of using its own

employees or officials, a parent or student serving on an official committee such as a disciplinary committee or assisting another school official in performing his/her tasks.

Grants Pass School District administration has a legitimate need for access to records of all students enrolled in the district. A school official has a legitimate educational interest if the official needs to review an educational record in order to perform his/her professional responsibility. Parents and eligible students may request, in writing, a copy of a student's education records. The district may recover a fee for providing a copy of the records, but only for the actual cost of reproducing the record. Copies of test protocols and other documents described in ORS 192.501 (4) shall not be provided. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district or postsecondary institution in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure.

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the

student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

Grade Reports/Conferences

Letter grades will be used and will reflect a student's knowledge and skills based on proficiency levels on the academic content standards. Some courses are graded pass/no pass. Middle school students will be graded on quarters. High school students will be graded on semesters.

Grading scales will be based on Mastery (A), Approaching Mastery (B), Proficient (C), Reaching Proficiency (D), and not proficient (F). Some classes may be pass/no pass as determined by the teacher. The School will report the student's progress to the student and parent when the student's performance is in danger of not being proficient. There are fall and spring conferences. The district encourages students or parents in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal.

Parents who wish to confer with a teacher may e-mail the teacher, call the office for an appointment before or after school, or request that the teacher call to arrange a mutually convenient time. Teachers may request a conference with parents:

- If students are not maintaining passing grades or achieving the expected level of performance,
- If students are not maintaining behavior expectations, or

- In any other case the teacher considers necessary.

We feel it is important that teachers have accurate knowledge of student achievement in order to assess students' needs and growth. We believe a sharing of information among the parent, the teacher and the student is essential. Parents may be notified of their student's academic progress, performance, attitude, absenteeism and misconduct.

Parents will be informed regularly of their student's progress in school. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration. The administration may elect to utilize formal parent conferences in lieu of, or in addition to, other forms of progress reporting; (Board policy: IK)

Immunizations/Communicable Disease

Parents of a student with a communicable or contagious disease are asked to telephone the office, so that other students who have been exposed to the disease can be alerted. Students with any communicable diseases are not allowed to come to school while the disease is contagious. The district may, for the protection of both the infected student and the exposed student, provide an educational program in an alternative setting. Parents with questions should contact the school office.

Students must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunizations may be personal records from a licensed physician or public health clinic.

Students not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have

met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be provided upon request.

The State of Oregon requires that students have Diphtheria/Tetanus, Polio, MMR, Hepatitis B and Varicella or an approximate date when the student had chicken pox. Bring proof of any updates of your immunizations to the school office as soon as possible. If you have any questions, please contact the school office.

Please check to see if your child is in need of their immunizations. Oregon requires us to exclude your student from school as of February (the exact date is announced each year) until proof of immunizations is provided.

Your doctor's office and the Josephine County Health Department do not send individual student immunization updates to us.

This is a responsibility of the Parents or Guardian. Please do not send immunization records to school with your student. Parents must bring in immunization records, as our records require a signature of a parent or a guardian.

Intra-District Transfers (Within Grants Pass School District Schools and Programs)

- **Transfer TO GPFLEX**

Students register for school with their Grants Pass School District #7 home school (residential boundaries). Once families have registered, they work with their school counselor to fill out the GPFLEX registration form.

Once that process is complete, families will be contacted by GPFLEX staff to set up an intake meeting. Students wishing to transfer to GPFLEX may

be required to wait to begin until the start of the next quarter/semester in order to maximize their success in GPFLEX.

- **Transferring FROM GPFLEX to Brick-and-Mortar School**

Students may transfer to the physical school campus at specific times of the year that align with natural breaks in instruction and grading that are dependent on grade level. Students may only transfer to the school that is within their attendance area unless they have completed a transfer request form in advance.

To expedite the process and ensure school staff have the opportunity to complete transfer requirements at both schools involved, it is recommended that the form be completed and submitted at least two-weeks prior to the transfer date. This will facilitate the smoothest possible transition for the student.

Families wishing to transfer their middle or high school student to their local brick-and-mortar school may do so only at the end of a quarter or semester.

Due to the importance of credit completion and graduation tracking, it is recommended that high school students transferring their classes from GPFLEX to GPHS do so only at the end of first semester or at the end of the school year.

It is understood that sometimes extenuating circumstances require more immediate attention and they will be handled on a case-by-case basis.

Please contact the GPFLEX office for more information on the process of transferring from GPFLEX.

Additional Considerations for transferring high school students::

- If the student has not completed the entire semester of coursework in their classes on Edgenuity, credit for those courses cannot be

awarded. This may result in credit deficiency or a GPA that reflects incomplete or failed coursework that was started with GPFLEX.

- Because of this, the student and a parent/guardian must attend a conference with the GPFLEX and/or GPHS counselor and GPFLEX principal before a high school student can transfer all their studies to the GPHS campus so that credits are not lost through the transfer process.

- **Transfer to other Grants Pass School District Programs.**

- **Gladiola:** Gladiola High School is a smaller in-person learning environment designed for students that need additional support. It is structured on a quarter system for students to earn up to 10 credits per year. GPFLEX students interested in transferring to Gladiola will need to contact GPFLEX administration.
- **GED:** The GED program is located on the Gladiola campus. It is an alternative to students earning a diploma. Students interested in the GED program should contact GPFLEX administration for more information.

In order to qualify for the GED program:

- Student must be 16 years old,
 - Student must be at least one year behind their cohort in credits earned
 - Student must earn a satisfactory score on the STAR test.
- **GPASS/Bridges:** GPASS and Bridges are a highly structured educational program for middle and high students needing strong academic and behavior support.

Students are in GPASS or Bridges until they demonstrate that they are able to be successful in one of the other Grants Pass School District Programs. Contact GPFLEX Administration for more information.

Online/Virtual Class Behavior Expectations

All GPFLEX students are expected to follow the rules and expectations outlined in the Student/Parent Handbook of their resident area school in addition to following the rules and policies outlined in the GPFLEX Student/Parent Handbook.

Due to the nature of online delivery of instruction, student and family safety is paramount.

To ensure that we are keeping our students safe while maximizing their learning, GPFLEX expects all students and families to follow the specific expectations listed below:

- Students should arrive to classes and meetings on-time and prepared with necessary materials.
- Cameras will be turned on and operational when in a class or meeting and the student's entire face will be visible to the teacher while in class.
- The student's first and last name should be used on their video profile when attending virtual classes or meetings (avoid handles/nicknames/icons/avatars that mask student identity).
- Students should dress for academic learning and be within the school dress code.
- Participant video frames must be free of distraction or images otherwise inappropriate for school. This includes but is not limited to wall hangings, clothing, decor, or excessive background activity.
- Students should attend class while at a desk, table, counter, or other space designated as a student learning space.

- Student microphones should remain muted unless asked to unmute.
- Only devices and window tabs used for class should be accessible during class time.
- When unmuted, environmental noise should be minimal and school appropriate.
- Chat features, if enabled, should only contain information that is school related and of school appropriate language.
- Students may not attend classes if they are under the influence or engaging in any type of illegal conduct.
- Students working in person are expected to follow school/district cell phone policies, dress code, personal conduct and all other school/district classroom/building rules and protocols outlined in the Student/Parent Handbook or District #7 policies.

Parent/Public Complaints

Public complaints will be handled and resolved as close to their origin as possible. The Board of Education advises that the proper channeling of complaints occur in the following order:

1st: Staff Member - Those not resolved at the staff level must be put in writing to the building principal.

2nd: School Principal (or designee)

3rd: Superintendent (or designee)

4th: Board of Education

If a complaint is made without going through the proper channels, it will be referred back to school administration for study and possible solution. If the complaint is made about an employee, the individual will be informed of the complaint and given opportunity for explanation and comment. (Board policy: KL)

Photo Release

We occasionally receive requests from news media to take photographs or videos in the classroom. Additionally, Grants Pass School District 7 staff may use classroom photos or videos in publications (print or digital), news releases, and on district-maintained websites or social media accounts.

During student registration, parents/guardians indicated whether or not they agree to allow their student to appear in media products. That information is documented in the Student Information System.

Please note, GPSD does not control the disclosure or use of photographs or videos taken by participants at events that are open to parents, community members, and/or the news media. Additionally, media opt-outs do not apply to students participating in public events, like academic competitions, performances, and athletic events. Student photos and names from these events may be published.

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

A. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;

2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

B. Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

C. Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Grants Pass School District #7 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys

and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey.

Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys.

Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202

Student Rights and Responsibilities

Student's rights and responsibilities include the following:

Civil Rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;

1. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
2. The right to due process of law with respect to suspensions, expulsions and decisions which the students believe injure his/her rights;
3. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
4. The right to assemble informally, so long as such informal assemblies do not disrupt the orderly operation of the educational process, nor infringe upon the rights of others:
5. The right to privacy, which includes privacy in respect to the student's educational records;
6. The right to know the behavior standards expected, and the responsibility to know the consequences of misbehavior.
7. The right to an engaging education, yet responsible for your own attendance and the submission of any and or all assigned work.
8. Students have the right to know the standards of behavior that are expected of them as well as to know the consequences of misbehavior. Students' rights and responsibilities, including standards of conduct, will be made available to students and their parents through information distributed annually.

Freedom of Speech and Assembly

A. Students may verbally express their personal opinions, but these opinions shall not be allowed to interfere with the rights of

others to express themselves. The use of obscenity, personal attacks, or threats of harm to persons, property or reputation is prohibited.

B. All student meetings on school property shall function only as part of the normal educational process or as authorized by the principal or his/her duly appointed representative and with a faculty member in attendance.

C. Students have the freedom to assemble peacefully: provided that any such assemblies may not be disruptive and shall not interfere with the orderly operations of the school, classroom or school activities.

D. Invitations to outside speakers shall be approved by the principal or his/her appointed representative. All approved guest speakers must comply with District policies and any applicable school rules, including nondiscrimination policies. No speaker shall be permitted to disrupt the school or any classroom. No speaker shall be permitted who encourages or advocates for unlawful or illegal actions or conduct.

Right to Petition

Students have the freedom of petition for a change in school policies and regulations. Circulation of such petitions must not interfere with the normal operations of the school or classroom. Such petitions shall be submitted to the building principal. (Board policy: JFI)

Due Process Rights

If it is necessary for students to be disciplined, they are entitled to the following individual rights:

A right to hear the charges against them

A right to give their testimony to the events in question

A right to call witnesses on their behalf

A right to appeal to the principal, superintendent, or superintendent's designee

Registration for Non-Grants Pass School District Students

- Process for registering new-to-the-district GPFLEX students:
 - Follow the instructions of the *APPLY* button on the GPFLEX website.
 - GPFLEX officials will review all student applications and will contact the families to schedule an intake meeting. If a student is placed on the waitlist, they will continue in their current placement until space in GPFLEX is available.
 - Once the family is contacted by GPFLEX to confirm continued interest, the student plus a parent/guardian must attend a GPFLEX intake meeting where they will review the GPFLEX Enrollment Agreement and Academic Integrity Agreement with the principal. Once those documents are reviewed and signed, registration of the student may proceed.

Required documentation for registration of new students:

- Proof of age (Birth Certificate or alternative documents as listed above)
- Immunization Records
- Proof of Residency (Rental Agreement, Mortgage Statement, or Utility Bill)

If the student is new to our district or is returning after having moved, they may bring any documentation to best help serve the needs of your child. Examples include the following: IEP, 504 Plan, Medical Protocols, TAG information, Parental Relationship papers, Custody Papers, etc.

Additional Information Needed for 9-12 students

In addition to the above information for new student registration, the high school registrar needs to review and verify student records to ensure credits and placement are done correctly. Transcripts of the student's performance from their previous school or organization that provided oversight for their schooling should be submitted to GPFLEX.

Please work directly with Natasha Kuhnert at nkuhnert@grantspass.k12.or.us or at 541.233.5705.

Special Education

GPFLEX will have a Special Education teacher that serves students in grades 6-12. Specially designed instruction will be provided in person at the Gladiola Campus. Only speech services will be provided virtually.

We recommend that the student IEP team (family, student and staff) meet to talk about their student's needs and whether GPFLEX will be a good fit and amend the student IEP accordingly.

Student Academic Accountability

Student progress monitoring will take place regularly and will be reflected through the grading and feedback practices of the GPFLEX teacher or facilitator. Parents/Guardians may access grade status information via the PowerSchool and Edgenuity Family portals. Student academic progress can be monitored 24-7 via the Edgenuity Family access.

It is expected that student work will be authentic in nature and a reflection of their skill and understanding level of the content. It is important, that even when being supported in their work, that the integrity of their

performance be uncompromised. GPFLEX teachers cannot effectively identify and address student needs if the work submitted isn't a true reflection of student learning and what they can do when unassisted. All students and parents are expected to sign the [Academic Integrity Agreement](#) (pg3).

GPFLEX teachers may require that unit tests be proctored via zoom and/or GoGuardian as a random sampling of student performance and/or if a student has had previous academic integrity issues.

Standardized local and state assessments (iReady, Acadience, OSAS/Smarter Balanced, and others) will be proctored and monitored by GPFLEX staff. These assessments must be taken in-person unless facility space cannot accommodate, upon which they will be administered digitally and monitored via GoGuardian.

Technology

In order to successfully participate in GPFLEX lessons, course offerings, and learning supports, students must have access to a working and fully-functional computer or chromebook that has a working camera and microphone. A reliable internet connection is also necessary in order to access content and lessons.

Acceptable Use Policy

The Technology Acceptable Use Policy (AUP) is signed at the point of registration in Power School Enrollment annually. Parents wishing to review a copy of the AUP may contact the school office. The AUP outlines District policy for the use of technology, including internet-connected computers. Students who do not have a signed AUP are prohibited from using any district technology. Also, failure to follow the guidelines listed in the AUP could lead to the student receiving discipline, up to and including

termination of technology privileges, suspension and/or expulsion. Students and parents are expected to read the entire AUP before signing/agreeing to abide by its policies and guidelines. Some of the AUP policies/guidelines include (but are not limited to):

Password Protection

These guidelines are intended for use by all students using the Grants Pass School District No. 7 network. Middle and High School students will have a personal network account with a password that is assigned by the network administrators. Your password allows access to applications, your class work and other files you have saved on the network. This is why password security is so critical.

DO:

- *Refer anyone who demands your password to the Acceptable Use Policy.*
- *Report anyone attempting to get your username and/or password.*
- *Inform your teacher if you suspect an account or password has been compromised*
- *Logout when you are done using a machine you have logged into.*

Don't:

- *Access files or applications while using another's login and password.*
- *Write down or store a password on-line or on ANY computer system.*
- *Share a password with anyone except your teachers, school administrators, and IS Department staff.*
- *Use the "Remember Password" feature of applications.*

Technology is a growing aspect of the educational experience in Grants Pass School District A code of conduct defines the privileges and responsibilities of every student and parent who will use the facilities. This code of conduct serves as an outline for use of technologies including, but not limited to, personal computers, network facilities, Internet access tools, e-mail, audio/visual equipment, advanced scientific measurement tools and recording devices.

It is the desire of the administrators, and all of the staff, that our technology facilities are used for the benefit of all students and faculty. Through the use of these facilities, we believe educational excellence can be promoted throughout the school.

- **Chromebooks**

GPFLEX issues each student a Chromebook which they are responsible for. The device is to be used for learning in class and for completing work related to school at home. Parents are responsible for monitoring student activities on the device while at home. Damaged equipment may result in a charge of up to \$250.

GPFLEX strongly recommends that all students complete their academic work using a district-issued chromebook so that students can be monitored through GoGuardian.

- **Hot Spots**

Mobile hotspots may be checked out to families in order to support internet access for learning. Please reach out to the GPFLEX office if a mobile hotspot is needed.

- **Learning Management Systems (LMS)** GPFLEX uses the Canvas LMS as a landing spot for students to house all the information and tools needed to access live session links, curriculum, assignments, videos, grades, announcements, and more. Teachers and staff will work hard to ensure that Canvas is easy to navigate for parents and students alike.

- **Secondary Online Curriculum and Platforms**
GPFLEX students will receive their instruction using Edgenuity online courseware for their core classes. If a student wishes to do online coursework for a class that is not offered on Edgenuity, other potential resources will be explored on a case-by case basis to determine the best fit for the student.

Title IX

Grants Pass School district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, disability, or age in its programs and activities, and provides equal access to designated youth groups such as the Boy Scouts.

The following person has been designated to handle inquiries regarding discrimination: Ryan Thompson, Director of Human Services, 725 NE Dean Dr., Grants Pass, OR 97526. (541) 474-5700
rthompson@grantspass.k12.or.us

As outlined in Board Policy AC-AR, the following procedure shall be used when filing a complaint:

Step 1:	Complaints may be oral or in writing and filed with the principal of the building. The building principal will conduct the initial investigation and determine action to be taken, if any, and reply in writing to the complaint within 10 school days of receipt of complaint.
Step 2:	If the complainant wishes to appeal the decision, he/she may submit a written appeal to the Title IX coordinator within five days after the receipt of the building principal's response. The Title IX coordinator will review the principal's decision and may meet with parties involved. Within 10 school days of complaint, the Title IX coordinator will respond in writing to the complainant.
Step 3:	If the complainant is not satisfied with the decision, a written appeal may be filed with the Board within five school days of receipt of the Title IX Coordinators response. The Board may decide to hear or deny the request for appeal. The Board may meet with the concerned parties and their representatives. The Board's decision will be final and will include the legal basis for the decision, findings of fact, and conclusion of law. The Board's final decision will be sent to the complainant in writing within 10 days of the meeting.