

Phoenix Charter School

Student Policy Handbook  
2024-2025



[www.roseburgphoenix.com](http://www.roseburgphoenix.com)

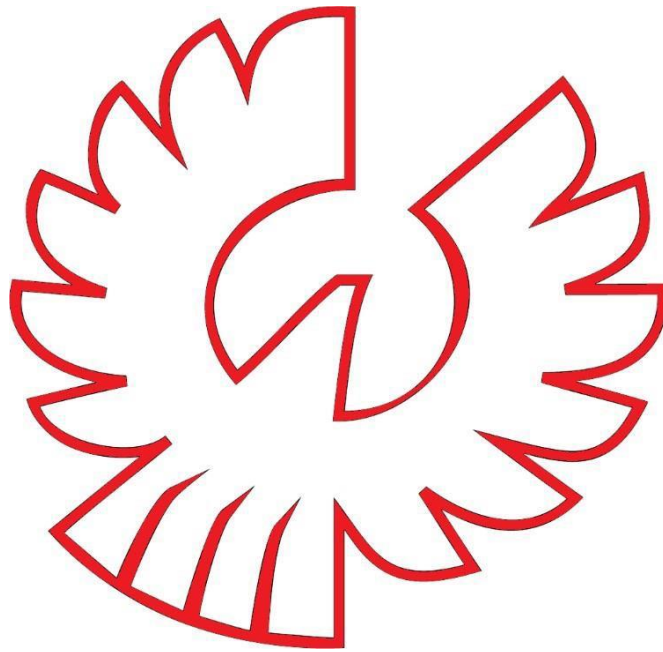
3131 NE Diamond Lake Blvd  
Roseburg, OR 97470  
(541) 673-3036

*Adopted by the Phoenix Charter School Board of Directors*

# 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.”

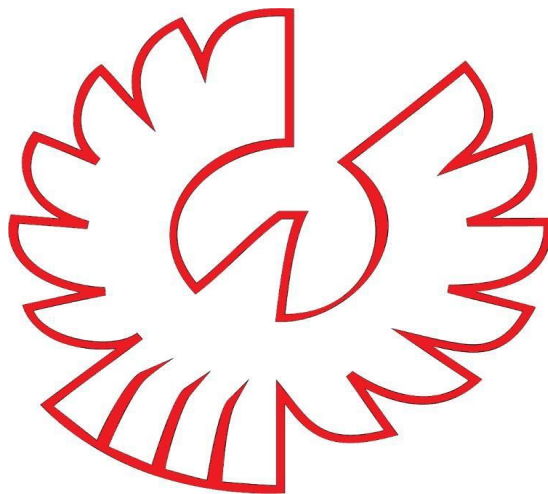
Our belief...

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 RISE UP**

**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.

## **STRATEGIC GROWTH**

Our school has adopted a core strategy for our culture called ‘Rise Up Resilience.’ The approach directly encourages students to the three commitments above: 1) ‘everyday matters’ in their education, 2) it is their task to foster a school culture where everyone is included, and 3) they can be a leader to serve as a helping hand to others in their school.

The second objective highlights our adoption of the Sanctuary Model of the Andrus Institute of New York to transform our school into a trauma-informed culture as well as move towards restorative practices in our disciplinary approaches and community discussions in classrooms. The Sanctuary Model provides a shift to our culture that inherently helps us recognize the impact of trauma and reduce negative effects. Our agency subscribes to the Seven Commitments of Sanctuary: Commitment to Nonviolence, Commitment to Emotional Intelligence, Commitment to Inquiry & Social Learning, Commitment to Democracy, Commitment to Open Communication, Commitment to Social Responsibility, Commitment to Growth and Change. We strive to create a positive, safe, and healthy environment for all within our school.

The third objective solidifies our work as ‘by and accountable to’ the student community via our school allowing students adopt leadership roles in their school. These roles are focused on working together and serving one another in the community.

# 2024-25 Bell Schedule

<b>A</b>	<b>B</b>	<b>Wednesday – A*</b> <i>Early Release Day</i>	<b>Wednesday – B*</b> <i>Early Release Day</i>
<b>Period #1: Pathways</b> 8:00am – 9:00am	<b>Period #1: Pathways</b> 8:00am – 9:00am	<b>Period #2</b> 8:00am – 9:00am	<b>Period #7</b> 8:00am – 9:00am
<b>Period #2</b> 9:00am – 10:00am	<b>Period #7</b> 9:00am – 10:00am	<b>Period #3</b> 9:00am – 10:00am	<b>Period #8</b> 9:00am – 10:00am
<b>Period #3</b> 10:00am – 11:00am	<b>Period #8</b> 10:00am – 11:00am	<b>Period #4</b> 10:00am – 11:00am	<b>Period #9</b> 10:00am – 11:00am
<b>Lunch: 11:00am – 11:30am</b>			
<b>Period #4</b> 11:30am – 12:30pm	<b>Period #9</b> 11:30am – 12:30pm	<b>Period #5</b> 11:30am – 12:30pm	<b>Period #10</b> 11:30am – 12:30pm
<b>Period #5</b> 12:30pm – 1:30pm	<b>Period #10</b> 12:30pm – 1:30pm	<b>Period #6</b> 12:30pm – 1:20pm	<b>Period #11</b> 12:30pm – 1:20pm
<b>Period #6</b> 1:30pm – 2:20pm	<b>Period #11</b> 1:30pm – 2:20pm		

**\*A Days and B Days rotate. Please check lobby entrance sign to see what Day is scheduled (A/B)**

## **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. If you have questions about enrollment or need additional information, please call (541) 673-3036.

## **ENROLLMENT PROCESS**

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

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

## **EDUCATIONAL PROGRAMS**

- Phoenix is accredited by Cognia Accreditation 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 individual 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 and 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, encourages 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 learn, grow and hold both staff and students accountable for their actions and outcomes.
- We believe that emotion and safety underlie 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.
- We believe all students have the ability to grow through resilience and in rising up, as the Phoenix does, from the ashes.
- We believe in all students and meeting them first, where they are, to help them rise through their journey.

## **EXPECTATIONS**

- Bullying or degrading comments are cheap. We are valuable.
- Respect for others shows self-respect. Everyone at Phoenix deserves respect.
- Staff are here to help. Use them wisely.
- We take pride in our school. To make it look that way, use trash cans.
- The language we use reflects 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 ENVIRONMENT

Phoenix offers a multi-layer approach to student learning. We provide educational options for students to meet them where they are now and support their educational growth academically, emotionally, and socially. Our goal is to help students find their foothold at Phoenix and create a path to their future post-high school.

- **8<sup>th</sup> Grade Classroom** – We offer a dedicated, self-contained 8<sup>th</sup> grade cohort-model for students (15 -18 students), providing targeted instruction in all core content areas, and access to high school electives and other courses where appropriate.
- **9<sup>th</sup> – 12<sup>th</sup> Grade Classrooms** – We offer courses like a conventional high school, with access to all high school core content courses and electives; we are rich with numerous CTE and elective options. Classrooms are typically 20-25 students each providing targeted instruction and content through a project-based learning approach to increase academic growth. Students are scheduled into classes per the Oregon Department of Education graduation guidance. Our teachers have been trained in Project-Based Learning where student learning is hands-on. Pathways is a homeroom model through which all students participate to have that strong connection with at least one adult in the building. Pathways' focus is to help students build an avenue to their post-high school planning and provides advice for their graduation track, with additional focus on social and emotional growth. Our course schedule offers students the ability to earn credits more quickly than they can at a conventional high school.
- **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 start with one college course to ensure success at UCC. Students can move to taking ½ of their courses at Phoenix and ½ at Umpqua Community College. Students earn college credit at UCC at no charge through this program.
- **GED** – Our GED program is geared toward older students with few credits or for those who need to be self- supporting now, providing a quicker pathway to graduation. 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 while working towards their GED completion while continuing to earn credits towards the high school diploma.
- **Career-Technical Education** – Career-Technical Education (CTE) opportunities are generally 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. The vocational streams offer a variety of classroom and hands-on learning through the CTE 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** – Instructional opportunities are offered for students who benefit from a combination of teacher-directed and independent study learning activities needed for credit retrieval purposes. This learning approach is especially helpful for motivated students who need help in making up partial credits or missing credits as students seek completion of graduation requirements. Students work directly with their Pathways teacher to create a plan for success, seek approval from the Principal, and then work directly with their teachers on options to support the necessary independent study coursework as needed for each to achieve the necessary credits for graduation.
- **Learning Management System** - The Canvas Learning Management System (LMS) is utilized per the Oregon Department of Education's guidelines during the current COVID-19 crisis for students during quarantine periods. The approach is a self-study learning activity that must be approved by the Principal.

## 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 as in 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. 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 do their on-campus students.

## RIGHTS AND RESPONSIBILITIES – An Overview

### STUDENT RIGHTS

Although students' rights are not automatically equivalent to those of adults, they 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 designed to create a safe, productive learning environment while striving to assure equity, opportunity, and access for all students.

Among student rights are:

- **CIVIL RIGHTS:** The right to equal educational opportunity and freedom from discrimination. It is also the student's responsibility not to discriminate against others.
- **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.
- **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.
- **SPEECH AND 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 offensive speech may impinge on other students' rights, 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.
- **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.
- **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.

- **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. If a student is deemed homeless, the Principal can act on the student’s behalf as the “loco parentis” per Oregon Standards. A detailed explanation of educational rights regarding student records is available.

## **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 regards tobacco, alcohol, and other drugs. Among our standards are:

- **ATTENDANCE:** Students are required to attend school, unless legally exempted, and parents/guardians have a duty to maintain their students’ 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 develop solutions related to non-attendance.
- **STUDENT CONDUCT:** Phoenix Charter 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.
- **ALCOHOL & DRUGS:** Schools have a duty to establish and enforce tobacco, alcohol, and drug abuse policies. Phoenix policy prohibits use, possession or distribution of drugs or alcohol and related 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.
- **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 to the front office. Only parents can 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.

- **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 based on 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 the 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 AND ELIGIBILITY REQUIREMENTS (Maintaining Placement)**

- Each Phoenix program expects students to meet attendance, academic, and behavioral performance benchmarks for retention.
- Phoenix will submit progress reports on all students so that the Parent/Guardian and Pathways Teachers can assess student performance on an on-going basis.
- Pathways Teachers will inform the Parent/Guardian of changes in student status (visiting, eligible/non-eligible, enrolling/enrolled, meeting/not meeting benchmarks, or withdrawn).
- Our programs, per Oregon Department of Education (ODE), require students to set benchmarks in the areas of attendance, academic achievement, and “bottom line” behaviors. As needed, we may set eligibility requirements to help define the program’s student population or to assist students in being successful.
- All students will work with their Pathways Teacher and Parent/Guardian to develop an Educational Plan and Profile to support their graduation goals that is visited each trimester; if needed, a behavior support plan may also be created to support the student and to ensure their eligibility for continued placement at Phoenix Charter School.

## **“BOTTOM LINE POLICIES” OF BEHAVIOR**

“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 intervention, 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 Roseburg Public Schools and 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:** Parent/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 consecutive days, a letter is sent home initiating truancy procedures. After ten consecutive days of 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 drug/alcohol urinalysis upon any staff member’s request. Students may also be asked to submit other effective testing methods. An initial urinalysis may occur within a month of enrollment and follow-up urinalysis will be performed in future terms or at 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 conferences, if they are actively complying with this and all other “bottom line policies.” Students may request a copy of the drug screening procedures from administration.

- **ATTENDANCE AND ATTENDANCE VERIFICATION:** Phoenix believes strongly in a 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 ten consecutive days will be dropped for non-attendance as required by state law. Students have a chance to return and must speak with the administration on how to return. Our grade levels and programs have space limitation. 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 government 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;
- Attends 80% of their daily scheduled classes for a two-week period.
- **BASIC NEEDS:** If you need food, clothing, medical care, shelter, or safety, please contact your Pathways Teacher so we may help find help.
- **BATHROOM/HALL PASS POLICY:** Each teacher will have one BATHROOM pass that can be visibly seen. Teachers and staff will issue paper hall passes at their discretion for destinations other than the bathroom (Front Office, Admin. 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 “5-minute” rule when using the bathrooms. No one will be allowed to use the bathroom pass within the first and last 15 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 returning late to another class.
- Limit the number of times students leave the learning environment.

**Students will:**

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

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

- 1<sup>st</sup> Violation - One-on-one conversation with Pathways Teacher.
- 2<sup>nd</sup> Violation – Phone call home to parents by the Pathways Teacher.
- 3<sup>rd</sup> Violation – Parent/Teacher/Student meeting and a behavior support contract.
- 4<sup>th</sup> Violation – Saturday School (4 hours of community service).
- 5<sup>th</sup> Violation – In-school suspension for two days and a Parent/Teacher/Student meeting.
- 6<sup>th</sup> Violation – Out of School suspension for three days and a Parent/Teacher/Student meeting.
- 7<sup>th</sup> Violation – Consequence is at the discretion of Administration (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 small 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.
- **BIKES, SKATEBOARDS, SCOOTERS, AND 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 do not have a lock, please contact the front office) to the bike rack outside of the front office and skateboards and skates must be secured in the front 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.
- **BUSING:** 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 are available in the front office and on our website. We are thankful for those services which allow students who prefer “The Phoenix Experience” even though they live 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 bulkhead of each bus in orange and can be found in the appendix of this handbook.
- **CELL PHONE AND ELECTRONIC DEVICES 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.*

**Purpose:**

- The purpose of this cell phone and electronic devices policy is to create a conducive learning environment that minimizes distractions, encourages active engagement, and ensures the safety and well-being of all students at Phoenix Charter School. Phoenix Charter School is committed to maintaining a respectful, secure, and private environment for all students and staff. This policy outlines the appropriate use of cell phones and electronic devices within the school premises during school hours.

**Policy:**

**Cell Phone and Electronic Devices Usage during Instructional Time:**

- Cell phones and electronic devices must be turned off or set to silent mode during instructional time, which includes class sessions, lectures, discussions, and any other educational activities designated by the teacher. Students are not allowed to use cell phones and electronic devices for personal purposes during instructional time, unless specifically directed by a teacher for educational purposes or specific permission has been granted due to an accommodation or study support.

**Prohibited Activities:**

- Students are prohibited from using cell phones and electronic devices in a manner that disrupts the learning environment, including playing games, watching videos, or engaging in any activity unrelated to educational purposes during instructional time. Taking photos, videos, or audio recordings of students, teachers, or staff without explicit permission is strictly prohibited.

**Emergency Situations:**

- In the case of an emergency, students are allowed to use their cell phones to make necessary calls. However, they should inform their teacher or a staff member if they need to use their cell phone for emergency purposes.

**Consequences for Violation:**

- Violations of this cell phone and electronic devices policy will result in progressive consequences, which may include verbal warnings, confiscation of the device (to be returned at the end of the day), parent/guardian notification, or additional disciplinary actions as deemed appropriate by school administration.

**Device Security and Responsibility:**

- Students are responsible for the security and safety of their own devices. The school is not responsible for lost, stolen, or damaged devices. It is recommended that students keep their devices in secure places and refrain from displaying valuable electronics openly.

**Exceptions:**

- Teachers may allow cell phone and electronic devices usage for specific educational purposes, such as research, classroom activities, or projects. Such exceptions will be communicated clearly to students.

**Prohibited Use in Sensitive Areas:**

**Privacy Protection:**

- The use of cell phones and electronic devices capable of taking photographs, recording videos, or audio recording is strictly prohibited in bathrooms, and any other areas where an expectation of privacy exists within the school premises.

**Consent Requirement for Recording:**

- Phoenix Charter School expressly prohibits students from recording, photographing, or videoing other individuals without their explicit consent, regardless of the location within the school.

**Enforcement and Disciplinary Actions:**

**Immediate Action:**

- Any student found violating these privacy protections will face strict disciplinary actions, which may include, but are not limited to, confiscation of the device, parental/guardian notification, suspension, or in cases of severe privacy invasion, referral to law enforcement authorities.

**Education on Ethical Use:**

- To foster a culture of respect and responsibility, the school will provide education on the ethical use of technology, emphasizing the importance of privacy, consent, and the legal ramifications of violating such principles.

**Reporting and Support:**

**Encouragement to Report:**

- Students and staff are strongly encouraged to report any incidents of privacy violations or unauthorized recordings to school administrators or staff.

**Promotion of Respectful Behavior:**

**Posting of Policy:**

- Clear signage reiterating this policy will be prominently displayed in all bathrooms, locker rooms, and throughout the school to ensure that all community members are aware of these rules.

**Community Effort:**

- Upholding the values of respect, privacy, and consent requires the collective effort of all school community members. We encourage open dialogue about the responsible use of technology and the importance of respecting each other's privacy and rights.

**Communication and Implementation:**

- The cell phone and electronic devices policy will be communicated to students, parents/guardians, and staff through school handbooks, orientation sessions, and the school's official website. All members of the school community are expected to adhere to this policy.

By adhering to this cell phone and electronic devices policy, we aim to create a positive learning environment that supports student engagement, respect, and focused educational experiences at Phoenix Charter School.

- **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 into the front office to pick up their student.

- When students who have pre-approved work-release privilege leave for work.
- When a reasonably prudent person would consider their health or life in danger by staying.
- Students 18 years of age or older may leave campus during lunch but must sign out in the front office. They may not take any students under the age of 18 with them off campus unless parent/guardian has provided pre- approval via the Principal for the above scenarios. 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. Students who compromise the school's network integrity will be referred to administration for disciplinary action. Students who are issued computers for educational use will agree to a replacement fee if the computer is damaged. Phoenix will work with students and parent/guardians if it becomes a financial burden.

- **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, wearing 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 such as 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. We do have minimal fees for student parking on campus, locker use, and replacement fees for substantial items.
- **FIELD TRIP AND ACTIVITIES:** Many teachers at Phoenix incorporate field trips and off campus activities into their classes. All students must have a signed consent/permission form on file to participate in field trips. 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:** At this time, there is no ability for students to conduct a business transaction with an outside food vendor at Phoenix School. Services such as Door Dash, pizza delivery, etc. are not allowable due to the terms and conditions of the school's contracted food services available to all students via the USDA National School Lunch Program. We understand students may enjoy having food (such as pizza, packed lunch, etc.) delivered to campus by a friend, family, or household member from time to time. It is our expectation that students notify the front office staff, not interrupt class time, and enjoy their food during scheduled lunch breaks. 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. The front office will notify students of a guest providing outside food to a student and remaining in class for this notification is the expectation.

- **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 do not obstruct other pedestrians.
  - NOT loiter on street corners, such as Patterson and Diamond Lake Blvd.
  - NOT walk into the surrounding neighborhoods. (*Note: students 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: students 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.
  - Follow all Oregon state requirements around COVID-19 and Social Distancing expectations if mandated.
- **GRADING:** Grades of P, NP, I, X, or NG are not calculated into the student’s GPA.

GRADE	PERCENTAGE	EXPLANATION
A	90-100%	
B	80-89%	
C	70-79%	
D	60-69%	
F	<59%	No credit awarded.
P		Passing (requires a grade of D or above)
NP		Not Passing (teacher discretion)
I		Incomplete (no credit awarded), used for prolonged medical related absences
X		No basis for a grade (no credit awarded), used for newly enrolled students
NG		No Grade (teacher discretion, with Principal approval only)

- **8<sup>TH</sup> GRADE STUDENTS EARNING CREDITS TOWARDS GRADUATION REQUIREMENTS:** Per Oregon Administrative Rules, students in the 8<sup>th</sup> grade have the option to earn credits prior to entering their 9<sup>th</sup> grade cohort year. Upon completion of the STAR 360 interim assessments, the 8<sup>th</sup> grade teacher and Principal will determine the need for a student to be enrolled or to participate in a high school course. Other options for 8<sup>th</sup> grade students to participate in high school courses will be directly determined and approved by the Principal prior to entering the classroom.
- **INDEPENDENT STUDY AND WORK EXPERIENCE CREDITS:** Phoenix students do have the opportunity to earn independent study credits and/or work experience credits. Independent Study Credits must be approved directly by the Principal and follow the Phoenix processes established. Work Experience credits will require documentation of completion to be handed in directly to the Principal. Students will need to complete 180 hours of volunteer or paid time to earn .50 credit. The opportunity for Work Experience Credits can be completed up to three times with a total credit earned of 1.50 (Caveat: the final .50 credit will require an additional amount of work to demonstrate learning).
- **HIGH SCHOOL GRADUATION REQUIREMENTS:** Phoenix Diploma requirements and academic plan and/or transcripts are available from a student's Pathways Teacher or administration. In order for

students to participate in graduation a student must have fulfilled all high school credits and meet all Oregon Essential Skills Requirements as directed by Oregon Department of Education by the deadline set by the school.

- **\*STUDENT 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 will 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. The school does carry a supplemental accident insurance policy available to households to help reimburse costs related to accidents which occur during educational services.

- **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](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. Behavior that violates a law or the conditions of parole or probation will be addressed. Students who willfully destroy or damage 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); except for certified service animals as defined by the Americans 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 about 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 schoolwork and impede the learning environment. 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 administration.

- **RECORDING 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 do not 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](http://www.safeoregon.com), call or text 844-472-3367, e-mail [tip@safeoregon.com](mailto: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 are 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 Phoenix front office once school begins. If a student arrives at school late, they must sign in. Parental permission is required for a student to leave the school campus (*Note: Parent/Guardian must come into the front office to pick-up student*) except for the listed exceptions above (see CLOSED 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 products and devices are strictly forbidden and will be confiscated and destroyed.
- **STUDENT PUBLICATIONS:** Student publications will be reviewed by staff advisors, the Principal, 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, 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 are 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 access records, 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 to work toward a Trauma-Informed environment, Phoenix Charter School is continuing our multi-year implementation of trauma awareness and effective trauma responsiveness.
- **VERBAL ABUSE AND HARRASSMENT:** 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, racism language, hate speech, 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 Principal, and the Executive Director.

- Executive Director: Laurie Newton
- Administrative Assistant:
- Business Manager: Jeff Howes
- Principal: Corrie Bernard
- Dean of Students: Marie Leary
- Registrar: Christine Pollastrini
- Office Manager: Alyssa Davis
- Safety & Wellness Lead: AJ DeMarino
- Wellness Coordinator: Lisa Hemphill

## **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](http://www.roseburgphoenix.com).

## **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 Individual Education Plan (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 AND EXPULSION**

Suspension and expulsion are 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 aid 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 the 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 communicable 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 AND EXPULSION

Alternatives to suspension or expulsion in qualifying situations may be preferable when, in the judgment of school staff and approval of the Principal, 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 are 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 provided to all staff.
- **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:
  - facilitate remediation of the student's barriers to participating in the regular program
  - 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 AND 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.

## **SUSPENSION AND 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) requires 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 the 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:
    - an alternative to expulsion or
    - 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 Hearing 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 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. An advocate may accompany a victim 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**  
2024-2025 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.

\_\_\_\_\_  
PRINT Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

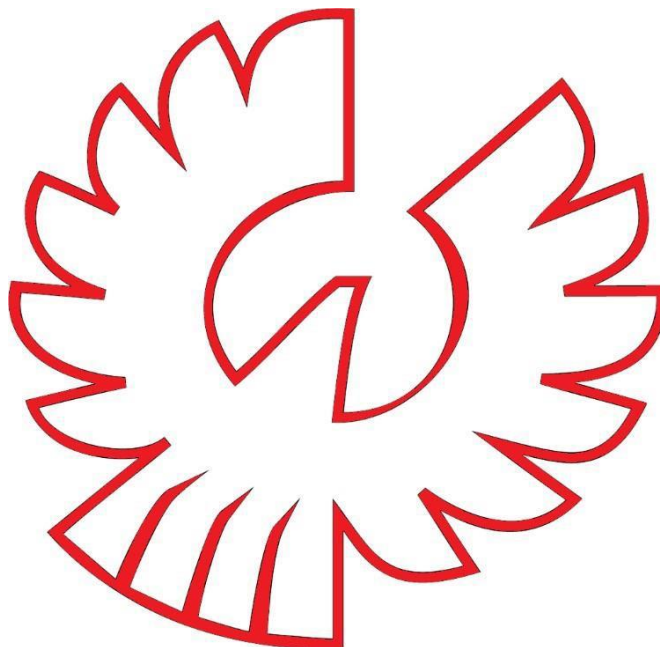
\_\_\_\_\_  
Date

\_\_\_\_\_  
Pathways Teacher or New Student Intake Teacher Signature

\_\_\_\_\_  
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.



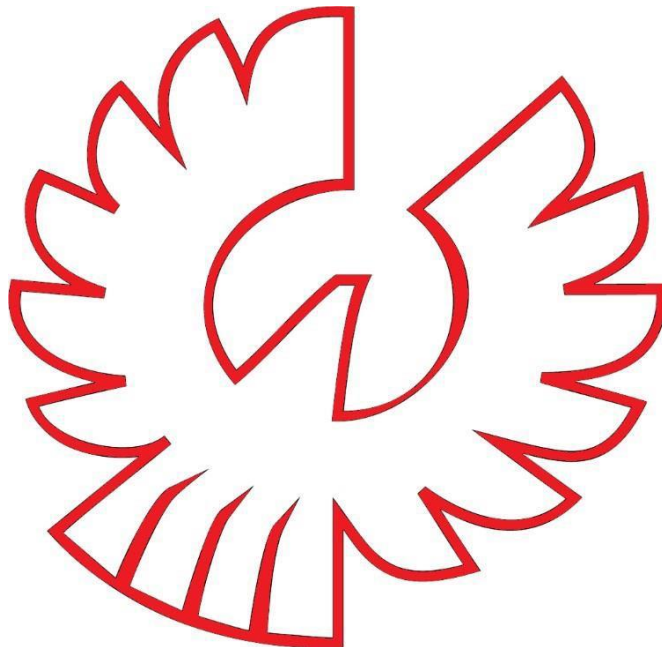


# Phoenix Charter School

## Student Policy Handbook 2024-2025

### **APPENDIX**

1. First Student Busing Policy
2. Parking Policy
3. Sexual Harassment Policy
4. Disclosure of Personal Student Information
5. Student Consent and Permission Form
6. Cell Phone and Electronic Devices Policy
7. All Students Belong Policy



## **FIRST STUDENT BUSING POLICY**

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 bulkhead, on an orange decal.

1. Pupils being transported are under the 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 the 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 the permission of the 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.

## RIDING THE BUS – RULES TO FOLLOW

### When Waiting for the Bus:

- Be visible.
- Stay in designated “safe” areas.
- Be respectful of other people’s property.
- Use quiet voices.
- Wait patiently.
- Be on time (five minutes before the bus arrives).
- Wait for the 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 the bus driver’s expectations and directions.
- Ask permission to open windows halfway.
- Ask permission 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 too.
- 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 pages of the Phoenix Bus Procedure.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PARKING POLICY

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:
  - Staff
  - Teen Parents
  - Deliveries
  - Special Events
  - Students who demonstrate accessibility needs or are directed to park at the lower level .
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 they are 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) Students 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.

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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
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## 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 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 harassment is by the Executive Director, then the student should report the incident to the school board. The Executive Director will investigate all complaints 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.

## **DISCLOSURE OF PERSONAL STUDENT INFORMATION**

### **A. Disclosure of Personal 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 otherwise in violation of the student’s privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the student educational record rules authorize disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the 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, discloser, 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.

# Student Consent and Permission Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

## **Photo Release**

I/we give my permission for Phoenix Charter 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 Charter School and its programs, or for other agencies involved in a project at Phoenix Charter 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 Charter 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 Charter 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 Charter School activities and grant permission for him/her to leave Phoenix Charter 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 1<sup>st</sup> 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



Phoenix School of Roseburg formally stands with Oregon Department of Education’s stance which education equity is the equitable implementation of policy, practices, procedures, and legislation that translates into resource allocation, education rigor, and opportunities for historically and currently marginalized youth, students, and families including civil rights protected classes. This means the restructuring and dismantling of systems and institutions that create the dichotomy of beneficiaries and the oppressed and marginalized.

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin.

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin.

All visitors are entitled to participate in a school or educational environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability, or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

“Symbol of hate” means nooses<sup>1</sup>, symbols of neo-Nazi ideology or the battle flag of the Confederacy. These symbols have been formally recognized as material and substantial interference with schoolwork or discipline or collide with the rights of other students to be secure and be left alone.

Phoenix School of Roseburg prohibits the use or display of any symbols of hate on school property, or in an education program, except where used in teaching curriculum that is aligned with state standards of education for public schools. Phoenix School of Roseburg holds.

Phoenix School of Roseburg prohibits retaliation against an individual because that individual has in good faith reported information that the individual believes is evidence of a violation of a state or federal law, rule, or regulation.

Nothing in this policy is intended to interfere with the lawful use of school facilities pursuant to a lease or license.

This Phoenix School of Roseburg Policy will rely on PSR Policy ADN-301 - Bias Incident Complaint Procedure to process reports or complaints of bias incidents.

<sup>1</sup> [The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under Senate Bill 398 (2021).]

**Legal Reference(s):**

ORS 659.850

ORS 659.852

OAR 581-002-0005

OAR 581-022-2312

OAR 581-022-2370

HB 2697(2021)

HB 3041 (202

## **Purpose:**

The purpose of this cell phone and electronic devices policy is to create a conducive learning environment that minimizes distractions, encourages active engagement, and ensures the safety and well-being of all students at Phoenix Charter School. Phoenix Charter School is committed to maintaining a respectful, secure, and private environment for all students and staff. This policy outlines the appropriate use of cell phones and electronic devices within the school premises during school hours.

## **Policy:**

### **Cell Phone and Electronic Devices Usage during Instructional Time:**

Cell phones and electronic devices must be turned off or set to silent mode during instructional time, which includes class sessions, lectures, discussions, and any other educational activities designated by the teacher.

Students are not allowed to use cell phones and electronic devices for personal purposes during instructional time, unless specifically directed by a teacher for educational purposes or specific permission has been granted due to an accommodation or study support.

### **Prohibited Activities:**

Students are prohibited from using cell phones and electronic devices in a manner that disrupts the learning environment, including playing games, watching videos, or engaging in any activity unrelated to educational purposes during instructional time. Taking photos, videos, or audio recordings of students, teachers, or staff without explicit permission is strictly prohibited.

### **Emergency Situations:**

In the case of an emergency, students are allowed to use their cell phones to make necessary calls. However, they should inform their teacher or a staff member if they need to use their cell phone for emergency purposes.

### **Consequences for Violation:**

Violations of this cell phone and electronic devices policy will result in progressive consequences, which may include verbal warnings, confiscation of the device (to be returned at the end of the day), parent/guardian notification, or additional disciplinary actions as deemed appropriate by school administration.

### **Device Security and Responsibility:**

Students are responsible for the security and safety of their own devices. The school is not responsible for lost, stolen, or damaged devices. It is recommended that students keep their devices in secure places and refrain from displaying valuable electronics openly.

## **Exceptions:**

Teachers may allow cell phone and electronic devices usage for specific educational purposes, such as research, classroom activities, or projects. Such exceptions will be communicated clearly to students.

## **Prohibited Use in Sensitive Areas:**

### **Privacy Protection:**

The use of cell phones and electronic devices capable of taking photographs, recording videos, or audio recording is strictly prohibited in bathrooms, and any other areas where an expectation of privacy exists within the school premises.

## **Consent Requirement for Recording:**

Phoenix Charter School expressly prohibits students from recording, photographing, or videoing other individuals without their explicit consent, regardless of the location within the school.

## **Enforcement and Disciplinary Actions:**

### **Immediate Action:**

Any student found violating these privacy protections will face strict disciplinary actions, which may include, but are not limited to, confiscation of the device, parental/guardian notification, suspension, or in cases of severe privacy invasion, referral to law enforcement authorities.

## **Education on Ethical Use:**

To foster a culture of respect and responsibility, the school will provide education on the ethical use of technology, emphasizing the importance of privacy, consent, and the legal ramifications of violating such principles.

## **Reporting and Support:**

### **Encouragement to Report:**

Students and staff are strongly encouraged to report any incidents of privacy violations or unauthorized recordings to school administrators or staff.

## **Promotion of Respectful Behavior:**

### **Posting of Policy:**

Clear signage reiterating this policy will be prominently displayed in all bathrooms, locker rooms, and throughout the school to ensure that all community members are aware of these rules.

### **Community Effort:**

Upholding the values of respect, privacy, and consent requires the collective effort of all school community members. We encourage open dialogue about the responsible use of technology and the importance of respecting each other's privacy and rights.

**Communication and Implementation:**

The cell phone and electronic devices policy will be communicated to students, parents/guardians, and staff through school handbooks, orientation sessions, and the school's official website. All members of the school community are expected to adhere to this policy.

**Review and Modification:**

This cell phone and electronic devices policy will be periodically reviewed by the school administration to ensure its effectiveness. Modifications may be made based on feedback from staff, students, and parents/guardians to better align with the school's goals and changing needs.

By adhering to this cell phone and electronic devices policy, we aim to create a positive learning environment that supports student engagement, respect, and focused educational experiences at Phoenix Charter School.

Signature by the Student signifies their commitment to accept and abide by this policy and that they have read and understand the Phoenix Charter Cell Phone and Electronic Devices Policy.

PRINT Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pathway Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

The first two pages of the cell phone and electronic devices policy are to be kept by the student.

**THIS PAGE is to be turned into the school office once signed.**