



The Ivy School does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation¹ or age in providing education or access to benefits of education services, activities and program in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

A public charter school may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, the terms of an individual's educational program, income level, proficiency in the English language or athletic ability, but may limit admission within a given age group or grade level.

This policy coordinates with Board policies AC – Nondiscrimination , ACA - Americans with Disabilities Act , JB - Equal Educational Opportunity , JBAA- Section 504 – Students and administrative regulations.

¹"Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

The following have been designated to this policy coordinates with compliance with these legal requirements and may be contacted at The Ivy School office for additional information and/or compliance issues: Liz Caravaca

Directory Information Release and Acknowledgement of Receipt of the Student Code of Conduct

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate public charter school disciplinary policies.

Parents objecting to the release of directory information on their student should notify The Ivy School office within 15 days of receipt of the student handbook.

Mark below the directory information that you want **WITHHELD**

Directory information includes, but is not limited to:

- the student's name,
- address (including electronic address),
- telephone listing,
- photograph,
- date and place of birth,
- dates of attendance,
- awards received
- most recent previous educational agency or institution attended.

Parents must also give their signed and dated written permission for The Ivy School to release personally identifiable information.

I understand and consent to the responsibilities outlined in the Student Code of Conduct.

I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on public charter school-provided transportation.

I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records:

I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address (including electronic address), telephone listing, photograph, date and place of birth, dates of attendance, awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish The Ivy School to withhold.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by The Ivy School of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes, but is not limited to: the student's name, the name of the student's parents or other family member; the address of the student or student's family; personal identifiers such as the student's social security number or student identification number or biometric record; a list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth and mother's maiden name; information requested by a person who the district reasonably believes knows the identity of the student to whom the educational records relates; or other such information that would make the student's identity easily traceable.

parent/legal guardian Signature

Date

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PREFACE

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

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

ADMISSION

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

Public charter school law requires student enrollment be voluntary. If the number of applicants exceeds the capacity, students shall be selected through a lottery process.

A public charter school may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, health, whether a student has an individual education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, residence, proficiency in the English language, athletic ability, or academic records, but may limit admission within a given age group or grade level.

The Ivy School holds a lottery each spring. Parents / Guardians interested in enrolling in The Ivy School are required to complete an application for the lottery. The Ivy School does not verify the information on each application and cannot be responsible for errors on the application made by parents/guardians, such as incorrectly indicating the grade their student should be enrolled in in the upcoming year.

Only students residing in the state of Oregon are eligible for enrollment in The Ivy School. Enrollment preference is as follows: all siblings of currently enrolled students are enrolled first. All students residing within the Portland Public Schools boundaries are enrolled second, and students residing outside of PPS boundaries are enrolled last.

The Ivy School is NOT a Portland Public Schools district school. The Ivy School is a state-sponsored charter school and our charter with The Oregon Department of Education stipulates that we prioritize enrollment within PPS district boundary.

ANIMAL DISSECTION

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The Ivy School will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

ASBESTOS

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

The management plan is available for public inspection in The Ivy School office. The Campus Support Coordinator, Executive Director or designee serves as The Ivy School's asbestos program manager and may be reached for additional information.

ASSEMBLIES

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

This policy coordinates with Board policies EB - Safety Program .

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. parent/legal guardian requests to place a student in a particular class may be submitted to the Campus Support Coordinator person for the campus prior to June 1 of the school year in question, or no later than six weeks prior to a semester break during a school year. Requests to change a student's assigned class at other times must be directed to the Campus Support Coordinator and the Executive Director. Final decisions are the responsibility of the Campus Support or Executive Director.

ATTENDANCE

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school regularly unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five or six years of age who have been enrolled in a public school are required to attend regularly.

Any parent/legal guardian who fails to send a student to school within three days of notification by The Ivy School that their student is not complying with compulsory attendance requirements may be issued a citation by The Ivy School for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925.

The Ivy School will notify the parent/legal guardian in writing that, in accordance with law, the Executive Director will schedule a conference with the nonattending student and his/her parent/legal guardian(s)/legal guardian(s) to discuss attendance requirements. The written notice will include the following:

1. The Executive Director or Campus Support Coordinator has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by The Ivy School;
4. A conference with the parent/legal guardian and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Absence and Excuses

When a student is going to be absent the parent/guardian must contact the school's front office by telephone or e-mail before 9:00 a.m. to notify the school of the absence.. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;

3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

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

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

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

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for work alternatives for a student who will be absent several days. Absenteeism will not be used as a sole criterion for the reduction of grades.

This policy coordinates with Board policy JEA - Compulsory Attendance .

Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, or expulsion.

Check Board policy JED - Student Absences and Excuses for additional local requirements.

These six extenuating circumstances are required by law.

This policy coordinates with Board policy JED - Student Absences and Excuses .

Remember that “other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance” is still acceptable for circumstances that cannot be anticipated.

The Ivy School is required to notify parents/guardians if their child has any unplanned absences.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone and/or e-mail the Campus Support Coordinator so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting.

For head lice, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated.

These diseases include chicken pox, cholera, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections, tuberculosis and pandemic flu. Parents with questions should contact the school office.

COMPUTER USE

Students may be permitted to use The Ivy School’s electronic communications system only to conduct business related to the instructional needs of The Ivy School or to conduct research related to education consistent with The Ivy School’s mission or goals. Personal use of public charter school computers, including e-mail access, is strictly prohibited.

The Ivy School’s electronic communications system meets the following federal Children’s Internet Protection Act (CIPA) requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The online activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using electronic mail and other forms of direct electronic communications;
6. Unauthorized access, including so-called “hacking” and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students’ access to materials harmful to students have been installed.

The Ivy School retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in The Ivy School’s information system are The Ivy School’s property and are to be used for authorized purposes only. Use of public charter school equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use The Ivy School’s system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on public charter school servers are not private and may be subject to monitoring. By using The Ivy School’s system, individuals consent to have that use monitored by authorized public charter school personnel. The Ivy School reserves the right to access and disclose, as appropriate, all information and data contained on public charter school computers and public charter school-owned e-mail system.

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

CONDUCT

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

This policy coordinates with Board policy IIBGA - Electronic Communications System and the administrative regulation.

Public charter school in compliance with the Children's Internet Protection Act (CIPA) will satisfy the requirements of applicable provisions of the No Child Left Behind Act (NCLBA).

Student Code of Conduct

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

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

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

1. Assault;
2. Hazing, harassment, intimidation or bullying, menacing, cyberbullying and teen dating violence, as prohibited by Board policy JFCF
3. Coercion;
4. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon [as prohibited by Board policy JFCJ - Weapons in the Schools];

7. Vandalism, malicious mischief, theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft including willful damage or injury to public charter school property; or to private property on public charter school premises or at school-sponsored activities;
8. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
9. Use of tobacco, alcohol or drugs, including drug paraphernalia [as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs JFCG/GBK/KGC - Tobacco Free Environment, JFCH - Alcohol and JFCI - Substance/Drug Abuse;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of public charter school transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored event. The administrator may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on public charter school property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

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

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

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

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

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

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

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. Once admitted to the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;

3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

This policy coordinates with Board policies ECAB - Vandalism/ Malicious Mischief/Theft (Optional), JBA/GBN - Sexual Harassment , JFC - Student Conduct , JFCF - Hazing/Harassment/Intimidation/Bullying/Menacing/ Cyberbullying/Teen Dating Violence – Student , JFCG - Tobacco-Free Environment , JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs , JFCJ - Weapons in the Schools , JFCM - Threats of Violence .

By law, The Ivy School's weapons policy shall allow an exception for courses, programs and activities approved by The Ivy School that are conducted on public charter school property.

ORS 339.250 related to school discipline, suspension and expulsion includes: 1) removal of zero tolerance" in statute that required mandatory expulsion for non-firearm weapons, limiting expulsion to the most serious behaviors that pose a threat to health or safety when the student's behavior has not responded to other interventions or when required by law; 2) addition of a 10-day limit to complete mental health risk assessment (which can be exceeded for good cause); and 3) a reiteration that school discipline needs to foster a positive learning environment and set clear expectations for all students, impose discipline without bias, and comply with all laws related to students with disabilities.

CONFERENCES

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

Students and parents may also expect teachers to request a conference:

- (1) if the student is not achieving the expected level of performance;
- (2) if the student is not maintaining behavior expectations;

(3) in any other case the teacher considers necessary.

8. The Ivy School encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or administrator. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

This policy coordinates with Board policy JF/JFA - Student Rights and Responsibilities .

COUNSELING

Counseling is unavailable at The Ivy School due to lack of adequate resources.

CYBERBULLYING

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

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DAMAGE TO PUBLIC CHARTER SCHOOL PROPERTY

A student who is found to have damaged public charter school property will be held responsible for the reasonable cost of repairing or replacing that property. If the cost is \$50 or more, The Ivy School will notify the student and parent. The Ivy School will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of The Ivy School's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fee, Fines and Charges.

This policy coordinates with Board policy JFCF - [Hazing]/Harassment/ Intimidation/Bullying/[Menacing]/Cyberbullying/Teen Dating Violence – Students and the administrative regulation.

DISCIPLINE/DUE PROCESS

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

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

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

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that use approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

This policy coordinates with Board policies ECAB - Vandalism/ Malicious Mischief/Theft (Optional).

Suspension

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of

others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which endangers district property.

The Ivy School may require a student to attend school during nonschool hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

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

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

This policy coordinates with Board policy JG - Student Discipline .

Expulsion

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective; or c) when required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The Ivy School will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights as required by law. Prior to expulsion, The Ivy School must notify the resident district of the student of the impending expulsion.

This policy coordinates with Board policy JGD – Suspension .

Discipline of Students with Disabilities

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student’s parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student’s IEP team meeting addressing the infraction and its relationship to the disability.

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

If the IEP team concludes the misconduct is a consequence of the student’s disability, the team may review and revise the student’s IEP and determine whether a change in placement is needed. The Ivy School may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in public charter school procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer’s order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, “injurious behavior” is defined as behavior that is substantially likely to result in injury to the student or to others.

This policy coordinates with Board policy JGE – Expulsion .

DISTRIBUTION OF MATERIAL

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

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

Materials not under the editorial control of The Ivy School may be subject to administrative review, restricted or prohibited, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of The Ivy School.

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

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved.

Disapprovals may be appealed by submitting the disapproved materials to the Campus Support Coordinator, Executive Director or designee; material not approved by the Campus Support Coordinator, Executive Director or designee within [three] days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

This policy coordinates with Board policy JGDA/JGEA - Discipline of Students with Disabilities , the administrative regulation and the sponsoring district.

DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12.

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

This policy coordinates with Board policy EBCB - Emergency Drills .

ORS 336.071 requires drills and instruction on safety threats.

Instruction on fire, earthquake, safety threats and tsunami dangers and drills shall be conducted for at least 30 minutes each school month in accordance with the requirements of law. Oregon Fire Code requires at least one fire drill to be conducted within the first 10 days of the school year.

At least three drills on earthquakes that include tsunamis drills will be conducted each year. Drills and instruction on tsunami emergencies will include immediate evacuation after an earthquake when appropriate or after a tsunami warning. At least two drills on safety threats will be conducted each year.

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

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

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

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, The Ivy School has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout The Ivy School. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in public charter school procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The Ivy School's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the Campus Support Coordinator for information on school and community resources available to assist students in need.

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment. This policy coordinates with Board policy IGAEB - Drug, Alcohol and Tobacco Prevention, Health Education .

This policy coordinates with Board policy EBBA - First Aid and the administrative regulation.

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the Campus Support Coordinator or Executive Director may alter school schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

FIELD TRIPS

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in public charter school-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

FUND RAISING

Student organizations, clubs or classes, outside organizations and/or parent groups may be permitted to conduct fund-raising drives. An application for permission must be made to the Executive Director at least 10 school days before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable public charter school policy and procedures. All such funds will be expended for the purpose of supporting the school. The Campus Support Coordinator, Executive Director or designee is responsible for administering student activity funds. The Campus Support Coordinator serves as the student representative in administration of student activity funds.

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

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

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

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

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

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

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

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity,

on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

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

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

“Teen dating violence” means:

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

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

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

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

The Campus Support Coordinator will take reports and conduct a prompt investigation of any report of an act of hazing harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the Executive Director who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the Executive Director who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate public charter school official.

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

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

Step 1

Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the Executive Director or Campus Support Coordinator. Complaints against the Executive Director shall be filed with the board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

Step 2

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

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the administrator.

Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the Campus Support Coordinator Campus Support Coordinator, Executive Director or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The

Campus Support Coordinator Campus Support Coordinator, Executive Director or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Campus Support Coordinator Campus Support Coordinator, Executive Director or designee shall provide a written decision to the complainant's appeal within 10 working days.

Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

Documentation related to the incident may be maintained as a part of the student's education records.

This policy coordinates with Board policy JFCF - Hazing/Harassment/ Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence - Student and the administrative regulation.

IMMUNIZATION, PHYSICAL EXAMINATION AND VISION SCREENING/EYE EXAMINATION

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

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

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

1. A vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

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

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

INFECTION CONTROL/HIV, HBV AND AIDS

2. Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, The Ivy School requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

Human Sexuality, HIV/AIDS and Sexually Transmitted Disease Instruction

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, Sexually Transmitted Diseases has been included as an integral part of The Ivy School's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the administrator for additional information and procedures.

HIV, HBV, AIDS - Students

A student infected with HIV¹, HBV or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV or AIDS condition diagnosis to the district.

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

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

Individuals with questions regarding these requirements of law or public charter school procedures should contact the Campus Support Coordinator, Executive Director or designee.

This policy coordinates with Board policy IGAI - Human Sexuality, HIV/AIDS and Sexually Transmitted Diseases, Health Education .

LOCAL WELLNESS

Students may be encouraged or required to participate in physical activity or to receive instruction on nutrition or maintaining healthy lifestyles.

LUNCH PROGRAM

The Ivy School participates in the National School Lunch Programs and offers free and reduced-price meals based on a student's financial need.

Additional information can be obtained in the office.

MEDIA ACCESS TO STUDENTS

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

Parents who do not want their student interviewed or photographed should direct their student accordingly.

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

MEDICINE AT SCHOOL (NONPRESCRIPTION/PRESCRIPTION)

Students may be permitted to take prescription or nonprescription medication, and/or self medicate at school, at school-sponsored activities, under the supervision of school personnel, in Ivy After School on school-owned property and in transit to or from school or school-sponsored activities.

This policy coordinates with Board policy JHCD - Nonprescription Medication , JHCDA - Prescription Medication and the administrative regulation.

Premeasured Doses of Epinephrine

A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

School-Administered Medication

Requests for The Ivy School to administer medication shall be made by the parent in writing and shall include permission from the parent.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration and any other special instructions. A prescription label prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner meets the requirements for written instructions from the physician, if the information above is included.

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

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

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

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine be kept at a reasonable, secured location in the student's classroom.

Self-Medication

Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication upon written request and permission of the parent and administrator permission, subject to age-appropriate guidelines. In the case of

prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. An instruction for a student to self-medicate with a prescription or nonprescription medication during school hours will include an assurance the student has been instructed in the correct and responsible use of the medication from the prescribing physician.

Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

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

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

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

Contact the school office for additional information and forms.

PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, The Ivy School asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities The Ivy School provides;

2. Keep informed of Ivy School activities and issues. The Ivy School news is published weekly in classroom newsletters. Back to School” nights, and PTA meetings provide opportunities for learning more about The Ivy School;
3. Become an Ivy School volunteer. For further information contact the Campus Support Coordinator Exec. Director.
4. Participate in The Ivy School PTA.

PARENTAL RIGHTS

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by The Ivy School or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student’s parent/legal guardian;
2. Mental or psychological problems of the student or the student’s parent/legal guardian;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student’s parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student’s personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student’s parent/legal guardian(s) or the student, if age 18 or older.

Instructional materials used as part of the school’s curriculum may also be reviewed by the student’s parent/legal guardian(s).

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

ORS 337.120 and ORS 343.223, requires public charter schools to adopt a policy for the use of student personal electronic devices.

The Ivy School policy for the use of personal electronic devices does NOT allow students to use these devices for academic activity or independent communication.

The ORS requires an appeal process for when a student is denied the use of their personal electronic device.

POSTERS

Signs, banners or posters that a student wishes to display must first be approved by the Campus Support Coordinator or Executive Director. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by The Ivy School.

An alternative program or learning activity for credit may be provided. All such requests should be directed to the administrator by the parent/legal guardian in writing and include the reason for the request.

PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents.

Students will be placed in the grade level or course best suited to meet their needs, based on The Ivy School's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by The Ivy School.

If the student is unable to provide appropriate documentation, the Campus Support Coordinator Executive Director or designee will make the grade level or course determination placement based on public charter school-administered assessment(s) as deemed appropriate.

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the Campus Support Coordinator's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent/legal guardian or as otherwise provided by law.

REPORTS TO STUDENT AND PARENTS

Written reports of a student's grades shall be issued to parents at least annually, informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. Grades will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

At the end of the first nine weeks of a reporting period, The Ivy School will report the student's progress to the student and parent/legal guardian when the student's performance is below average or below the expected level.

Report cards and progress reports must be signed by the parent/legal guardian and returned to The Ivy School within three days.

SEARCHES

The Ivy School officials may search the student, his/her personal property and property assigned by The Ivy School for the student's use at any time on public charter school property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by The Ivy School.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

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

Ivy School owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to The Ivy School. The student will generally be permitted to be present during the inspection.

Questioning

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

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

This policy coordinates with administrative regulation JHFE-AR(1) and (2) – Reporting of Suspected Abuse of a Child.

Students with Disabilities

The district where The Ivy School is located, Portland Public Schools, provides programs and services for students with disabilities. A student or parent/legal guardian with questions should contact the Executive Director.

Education Standards Complaints

Any parent/legal guardian of a student attending The Ivy School may make an appeal or complaint alleging violation of The Ivy School’s compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable public charter school complaint procedures.

After exhausting local procedures or if the district has not resolved the complaint with 90 days of the initial filing of a written complaint with The Ivy School (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Instructional Materials Complaints

Complaints by students or parents/guardians about instructional materials should follow policy and administrative regulation KL - Public Complaints be directed to the Executive Director.

The complainant may appeal the administrator’s decision to the Board, whose decision will be final.

Public Charter School Personnel Complaints

A student or parent/legal guardian who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the administrator can be requested within five school days. If the outcome of this conference is not satisfactory, the student or parent/legal guardian may file a written, signed complaint with the administrator, within 15 school days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the administrator, he/she may appeal to the Board in care of the administrator within 10 school days following receipt of the administrator's decision. The administrator will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Staff Sexual Conduct with Students

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

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

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

The Ivy School will provide annual training to public charter school employees, parents and student regarding the prevention and identification of sexualconduct.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of The Ivy School’s services, activities or programs to a student, should be directed to the Campus Support Coordinator, Executive Director or designee.

Students with Sexual Harassment Complaints

Sexual harassment of or by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in public charter school business is strictly prohibited in public charter school. Public charter school includes public charter school facilities, public charter school premises and non-public charter school property if the student or employee is at any public charter school-sponsored, public charter school-approved or public charter school-related activity or function, such as field trips or athletic events where students are under the control of The Ivy School or where the employee is engaged in public charter school business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

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

The administrators and the compliance officer have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the administrator or compliance officer. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

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

A copy of the notification letter including the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the Executive Director.

Step 3 If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the Campus Support Coordinator Campus Support Coordinator, Executive Director or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Campus Support Coordinator Campus Support Coordinator, Executive Director or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Campus Support Coordinator Campus Support Coordinator, Executive Director or designee shall provide a written decision to the complainant within 10 working days.

Step 4 If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

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

STUDENT EDUCATION RECORDS

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

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

Personally identifiable information shall not be disclosed without parent/legal guardian or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records are maintained in a minimum one-hour fire-safe place in The Ivy School office by the Executive Director or Designee. Permanent records shall include:

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

5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

The district may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent/legal guardian complies with the request. The request shall include notification to the eligible student or the student's parent/legal guardian(s)/legal guardian(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

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

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age unless The Ivy School is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

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

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If The Ivy School refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the administrator;
2. The administrator shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The administrator or designated representative;
 - b. A member chosen by the parent/legal guardian;
 - c. A disinterested, qualified third party appointed by the administrator.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent/legal guardian or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

A copy of The Ivy School's education records policy and administrative regulation may be obtained by contacting the office.

Requests for Education Records

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

Social Security Number

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent/legal guardian. The Ivy School will notify the eligible student or parent/legal guardian as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

Student Restraint and Seclusion

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with The Ivy School-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee, as necessary, when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others.

Any student being restrained or secluded within The Ivy School whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above.

This policy coordinates with Board policy JGAB - Use of Restraint and Seclusion and the administrative regulation.

Transfer of Education Records

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

The Ivy School shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours, while traveling during public charter school-provided vehicles to and from school and while engaged in public charter school-sponsored activities.

TOBACCO-FREE ENVIRONMENT

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

For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, known as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivering device, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g. e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation].

VISITORS

Parents and other visitors are encouraged to visit public charter school schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to The Ivy School facility. The administrator will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the administrator.