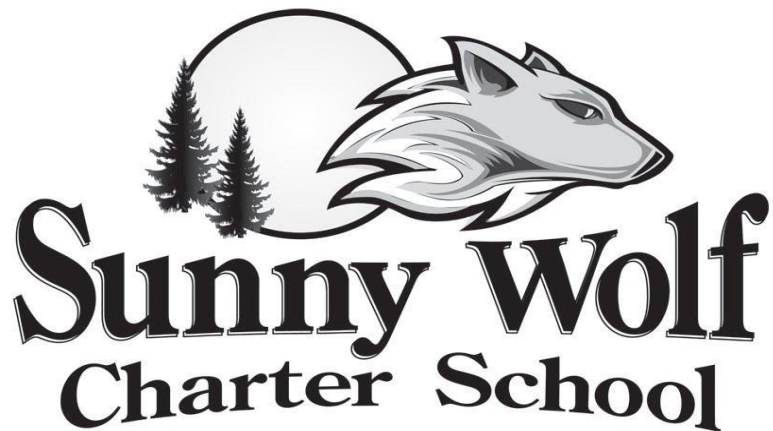


# **Sunny Wolf Charter School**

## **Home of the Wolves**



## **PARENT/STUDENT HANDBOOK**

### **2022 - 2023**

**100 Ruth Ave  
P.O. Box 438  
Wolf Creek, OR  
(541) 866-2735  
[sunnywolfcharterschool.com](http://sunnywolfcharterschool.com)  
[info@sunnywolfcharterschool.com](mailto:info@sunnywolfcharterschool.com)**

## ***Our Mission***

Our vision is to nurture compassionate learners with high academic expectations focused on personal growth and making a positive difference in the community.

The mission of Sunny Wolf Charter School is to spark in every child a desire to learn by providing a safe and nurturing learning environment. Our students will not only meet or surpass the state benchmarks, they will also have a deeper understanding of their place in the world as measured by their courtesy to members of the Sunny Wolf school family, their service to the local community, their work supporting the regional environment, their creativity when applied to educational projects, and their strong academic foundations based in critical thinking. SWCS students will prove themselves well prepared to transition into high school at Three Rivers School District for their secondary education.

Dear Families:

Sunny Wolf Charter School is a place where young people learn and thrive. We nurture the human mind and body by having high academic expectations and standards, and by providing a positive learning environment. We have four behavior goals: **We are Kind, We are Safe, We are Respectful, and We are Responsible.** These goals are based on mutual respect, and we are mindful of this in everything we do and say. We expect all individuals at Sunny Wolf Charter School to model their behavior based on our school goals. We expect our teachers to make every class and subject relevant and rigorous. We expect our students to actively engage in learning and to participate in all activities offered to them.

### **I ask you to help your student/s to do the following:**

Arrive at school on time for class daily.

Have materials appropriate for class.

Treat others with respect and kindness.

Commit to achieving their best in all academic areas.

Be involved in activities and programs that enrich their life and the lives of others.

Be accepting of others and celebrate diversity.

This handbook provides you with essential information about the daily functions and procedures of Sunny Wolf Charter School. It also contains resources to assist you in being successful and outlines a code of conduct. Please share this handbook with your children. We encourage parent involvement in school academics and activities. I look forward to a wonderful year of learning, personal growth, and development for all students at Sunny Wolf Charter School.

Please do not hesitate to stop by my office to ask questions or just to say hello. I enjoy getting to know everyone.

Sincerely,  
Jody Hoffmann  
Director  
Sunny Wolf Charter School

# Sunny Wolf Staff Email Addresses

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Ron Donoho, Grade 6  
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Cheryl Edstrom, Title 1 Coordinator  
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Sara Gray, Office Manager  
[sara.gray@sunnywolfcharterschool.com](mailto:sara.gray@sunnywolfcharterschool.com)

Allyson Kelley, Special Education Teacher  
[allyson.kelley@threerivers.k12.or.us](mailto:allyson.kelley@threerivers.k12.or.us)

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## **2022 – 2023 SCHOOL BOARD MEMBERS**

Deborah Roberts, Board President  
Diane Carlton, Vice President  
Jackie Gray, Secretary/Treasurer  
Margaret Quist, Member  
Kristine Parker, Member  
Renae Guenther, Alternate Member

Board meetings - 1<sup>st</sup> Monday of each month  
Board Meetings are public meetings held at Sunny Wolf Charter School @ 4:00 PM  
Virtual link to attend meetings is also available.

## **SUNNY WOLF CHARTER SCHOOL STAFF LIST**

Director- Jody Hoffmann  
Office Manager – Sara Gray  
Cafeteria Manager- Nicki Evans  
Custodians – Sherrie Gray and Ashlyn Powell  
Glendale Bus Driver - Kylie Coome

### **CLASSROOM TEACHERS**

Kindergarten – Kim Donoho  
First Grade - Jackie Bryant  
Second Grade – Dawn Lopez  
Third Grade – Danielle Smith  
Fourth Grade – Melissa Decker  
Fifth Grade – Shawn Hardy  
Sixth Grade - Ron Donoho

### **EDUCATIONAL ASSISTANTS**

K	Marisa Boucher
K	Sarah Barnes
1 <sup>st</sup>	Ginger Floto
2 <sup>nd</sup>	Carri Boland
3 <sup>rd</sup>	Heaven Collins
4 <sup>th</sup>	Leah Stein
5 <sup>th</sup>	Kazzandra Solis
6 <sup>th</sup>	Susan Santana
Special Ed	Pam Stublefield
Special Ed	Amber Phillips
Title 1 Coordinator	Cheryl Edstrom
Title I	Sherrie Gray
K-3 SIA	Megan Hill
3-5 SIA	Christina Linnell
Family Advocate	Christina Linnell

### **SPECIAL EDUCATION**

Allyson Kelley

# 2022-2023 SCHOOL SCHEDULE

6:30 AM	Office Opens
7:15 AM - 7:30 AM	Drop-off & Breakfast Begins
7:30 AM	Instruction Begins
11:00 AM - 1:00 PM	Lunches
2:50 PM - 3:00 PM	School Pick-up Begins

Please note: At the beginning of the school year, please let the office know if your child will be picked up by a parent or guardian, walk or ride a bike, or ride the bus on a regular basis. Any changes to your student's regular routine must be confirmed through the office with a written note or a phone call before 2:15 pm. This way we can be sure the teacher and child will receive the message. This also lets your child know what to do and where to go and therefore we can be confident your child is safe.

## ARRIVAL AND DISMISSAL

**Breakfast Served 7:15-7:25                      Instructional Hours 7:30-2:50**

Please do not allow your children to arrive at school before 7:15 a.m. Students are dismissed from class at 2:50 p.m. Parents wanting to pick their child up early should check in at the front office. If a parent arrives at 2:45 p.m. to pick-up their child they may have to wait in the car line for pick-up at 2:50 p.m. to begin. Students should be picked up no later than 3:00 p.m.

Students will be dropped off in front of the school or for 5th & 6th graders in designated areas. Before K-4 students exit the vehicle a SWCS staff member will need to be present. Glendale Bus Riders: Families will need to check-in with Kylie before dropping their student off. Do not drive away until Kylie says it is okay.

## 2022-2023 School Calendar \* Important Dates

September 6	First Day of School
November 21-23	Conferences - No School
November 24	Thanksgiving Break – No School
Dec. 19- Jan 2	Winter Break – No School
January 3	School Resumes
January 16	Martin Luther King Day – No School
February 20	President's Day – No School
March 2-3	Conferences – No School
March 27-30	Spring Break - No School
April 3	Teacher Inservice - No School
<b>May 5</b>	<b>FRIDAY SCHOOL - Jog-a-thon</b>
May 29	Memorial Day – No School
June 7	Last Day of School - HALF DAY

**Please Note: There is 1 Friday school day this year.**

# ADMISSION

Each year parents are required to complete a registration packet for each student, including health and emergency contact information.

First-time students and kindergartners are required to provide a birth certificate. Kindergarten students must be five (5) years old on or before September 1 of the current school year. Proof that all immunization requirements are up to date must be provided. Children entering school from another state have 30 days to comply. Exemptions to this law are religious exemptions and/or medical exemptions.

## Completed immunization series for elementary school:

<b>DPT</b>	<b>5 doses</b>
<b>Polio</b>	<b>4 doses</b>
<b>MMR</b>	<b>2 doses</b>
<b>Varicella</b>	<b>1 dose</b>
<b>Hepatitis A</b>	<b>2 doses</b>
<b>Hepatitis B</b>	<b>3 doses</b>

## ABSENCE EXCUSE NOTES/CALLS

When your child will not be in school, it is essential we receive a phone call by 9 am. If you are not able to call, please send a written note. Absences will be coded as unexcused if we do not receive a call or a note within 3 days of the absence. When sending notes, please include your student's name, the date of absence, the reason for the absence, and parent or guardian's signature.

## EARLY DISMISSAL/SICK POLICY SIGN OUT

Please attempt to schedule appointments for your students after school hours. If it is necessary to leave early, the student must be picked up and signed out in the front office by the parent/guardian. If a student is feeling sick we may call home to have the student picked up by parent/guardian. If a parent is not home, the student will rest at school until parent/guardian or **emergency release person** can be reached. Students **will not be allowed to leave unless they are with a parent/guardian, emergency release person, or a staff member.** A parent wishing to release their child early from school should contact the front office no later than 2:15 p.m. on the day of early dismissal.

## REMAINING INDOORS

In general, if a child comes to school, he/she should be well enough to participate in all school activities. Please send a written request, stating the reason, if you believe your child should not participate in outdoor recesses or active physical education activities.

# TARDIES

**School hours are 7:30 AM to 2:50 PM Monday through Thursday.** Students should arrive at school on time. **If your child is late, please report to the office before going to class.** Parents are encouraged to have their children to school on time. If tardiness becomes excessive, parents will be notified and a parent conference may be necessary.

## JOSEPHINE COUNTY ATTENDANCE INITIATIVE

In 2004 - 2005, all schools in Three Rivers School District and Grants Pass School District #7 joined together toward the common goal of improving overall student attendance. Local social service agencies, the county and city police departments, and the judicial system are also involved in improving student attendance. Research shows that attendance is the single most important factor in school success. Students who have poor attendance frequently fall behind and become discouraged. This leads to further absences and a downward spiral develops. Learning builds day to day and a student who misses a day of school misses a day of learning.

The Oregon Department of Education has established 92% attendance as the MINIMUM acceptable level. With a regular school year of days, this means a student may not miss more than 12 days and still meet the MINIMUM standard. ODE has further defined strong attendance as 94% - 95.9% (missing 6-9 days) and exceptional attendance as 96% or higher (missing 5 days or less). It is hoped that most students will miss less than 5 days during the school year.

Oregon law requires regular school attendance and includes provisions for holding parents/guardians accountable for their students maintaining regular attendance (ORS 339.010, ORS 339.020, ORS 163.577, and ORS 339.925).

Regular attendance is defined as having less than 4 unexcused absences during any four-week period. A violation under ORS 163.577 is considered a Class A violation and carries a maximum fine of \$180.

The overall goal of the attendance initiative is to support parents and students to improve attendance. When a student demonstrates irregular attendance, the school will contact the parent to offer assistance to address any problems that are preventing regular attendance. This contact will come in the form of telephone calls and/or letters. If attendance does not improve, a referral will be made to the District Attendance Officer, a deputy under contract from the Josephine County Sheriff's Office and paid for through a Community Justice grant. The District Attendance Officer will make a home visit to review the causes for the irregular attendance and to develop an agreement to improve attendance. A referral may also be made to the Youth Attendance Network, a team of community representatives who will provide assistance as warranted. If all efforts fail to improve attendance, a citation will be issued.

ORS 339.065 states a school absence may be excused if the absence is caused by student illness, by the illness of a family member or by an emergency. If your student needs to be absent due to one of these reasons, please either call the school the day of the absence or send a note with your student when he/she returns. The absence will not be excused unless a phone call or note is received. It is recognized that special events (out of town weddings, graduations, etc.) occur. Provided your student has maintained good attendance, the principal can excuse absences due to special circumstances.

If your child has a chronic condition that necessitates missing an excessive amount of school, it is essential that you communicate closely with the school. If your student will miss 10 or more consecutive days due to illness, a home tutor can be assigned if a doctor's prescription is provided. If your student misses an excessive amount of school due to illness, it may be necessary to provide a doctor's note in order for

absences to continue to be excused.

For an absence to be excused due to illness or a family emergency, please call the school the day your child is absent. If a phone call is not possible, please send a note the day your child returns to school. If the school does not receive a phone call the day your child is absent or a note the day your child returns, the absence will be considered unexcused.

### **SUPERVISION OF STUDENTS**

Students are supervised at all times by school personnel or volunteers. Classified employees such as bus drivers, custodians, secretaries, cooks also have certain supervisory responsibilities. Students are expected to comply with any reasonable request made by any adult.

## **BEHAVIOR**

We are Kind, We are Safe, We are Respectful, We are Responsible

- ♦ Play safely
- ♦ Take turns
- ♦ Hands and feet to self
- ♦ Respect and be considerate to others
- ♦ Use the equipment properly

### **BEHAVIOR GUIDELINES**

Sunny Wolf Charter School seeks to promote a climate in the school that is appropriate for institutions of learning and assures the safety and welfare of students and personnel. All students in our school deserve the reasonable safeguard of due process in consideration of all matters affecting their school life. Students are expected to be responsible citizens of the school. Each teacher has rules and consequences for his or her classroom. Students will be informed of these during the first few days of school. Sunny Wolf Charter School also uses the program of Kelso's Choices in all classrooms. This program deals with choices, problem solving and decision making. All members of the Sunny Wolf Charter School community are encouraged to respect each other, the school, and others' personal property. Sunny Wolf Charter School follows a Discipline Matrix for excess or extreme behaviors.

### **BEHAVIOR CONSEQUENCES**

Each classroom focuses on the care and improvement of students. Teachers build communities of learners through experiential lessons and real life classroom situations. We work to focus on the positive in every child and promote positive over negative.

Some classrooms may utilize the behavior chart to track each student's behavior. Everyone begins the day with green "Good Behavior" cards in their pockets on the chart. Students who do not follow classroom rules/expectations must replace their green cards with yellow, orange, or red cards.

1. Green Card - "You are doing great!"
2. Yellow Card - "Warning! Pay more attention to your behavior!"

3. Orange Card – “You have a consequence.”
4. Red Card – Certain action will be taken.

Possible consequences for a yellow card would be: Loss of Recess

Possible consequences for an orange card would be: Loss of Recess, Community Service, Time Out in the Office

Possible Consequences for a red card would be: Major Office Referral sent home and signed, Community Service, Loss of Recess, Call Home

Each Student will begin each day with a green card. Help support your child in striving to keep his/her card green all day.

## **PLAYGROUND RULES**

Students are to remain on the play field or blacktop play area during outdoor recess. When the fields are muddy, that area will be off-limits. Tackle football is not permitted. Other dangerous activities such as skateboarding, piggyback riding, and rock throwing are not permitted. Misuse or destruction of playground equipment will not be tolerated.

- Listen for supervisor’s whistle and follow instructions
- Keep hands, feet, and objects to self
- Respect trees, rocks, and sticks by leaving them on the ground
- Stay in view of supervisor unless you have permission to leave
- Running and chasing are not considered appropriate behaviors on playground structures
- Footballs and soccer balls belong on grass areas only
- Keep balls out of playground structures and all gravel areas
- Have Fun

## **PLAYGROUND SUPERVISION**

School staff will supervise the playground during all recesses. The playground is not supervised before school or after school, and students are expected to leave for home immediately following dismissal.

## **ALCOHOL, DRUGS, AND TOBACCO**

Alcohol, drugs, and tobacco are not permitted on school grounds by anyone. School personnel will confiscate illegal items that reasonably constitute a threat to the safety or security of the possessor or others and the proper authorities will be contacted. Full disciplinary procedures will be followed as prescribed by the School Board and state/federal law.

# DISCIPLINE

Student safety and providing an excellent learning environment are high priorities in our school. Therefore, students are expected to comply with the written rules of the School Board and conduct themselves in an orderly fashion. Students failing to do so are subject to disciplinary action that may include time out, detention, suspension, or up to and including expulsion. Off-campus and outside-of-school-time conduct that violates the School's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

**Fights:** Fighting of any kind is not tolerated. We work hard to teach students appropriate ways to deal with anger. Students who physically fight at school may be suspended. Repeated fighting will result in disciplinary action, up to and including expulsion.

**Threats of Violence:** Threats of any kind directed at other students or teachers will not be tolerated. Use of threats, intimidation (bullying), harassment or coercion against any fellow student or school employee will result in disciplinary action, up to and including expulsion.

**Weapons or Dangerous Objects:** Students are not allowed to bring weapons (or weapon toys) of any kind onto the grounds of Sunny Wolf Charter School property, buses or to school sponsored events. Students may receive discipline that ranges from detention up to expulsion, depending on the type of weapon and the severity of the situation. The school will confiscate the weapon or toy. Federal and state law and school district policy requires disciplinary action up to and including expulsion for one year of a student with a weapon at school. Along with the more obvious weapons, any knife can be considered a weapon, so please be aware of this in regard to your child and pocket knives, pen knives, etc.

**Suspension:** Suspension temporarily removes the student from school and all school functions (for up to 10 school days), and/or until a parent conference can be arranged.

**Expulsion:** Failure to comply with stated conduct standards may result in expulsion. Expulsion denies the student attendance at school and at all school activities for up to one calendar year.

Causes for suspension/expulsion include, but are not limited to, the following:

- a. Assaulting or menacing a school employee or another student
- b. Criminal acts
- c. Use, possession, or distribution of tobacco, drugs and/or alcohol
- d. Failure to comply with stated conduct standards
- e. Willful disobedience
- f. Open defiance of school authority
- g. Use of profane or obscene language
- h. Use of threats, intimidation, harassment or coercion against any school employee or fellow student
- i. Possession of a firearm at school will result in a minimum expulsion of one year, and up to three years. Replicas may be treated the same as a real firearm

## **BREAKFAST/LUNCH PROGRAM**

On a daily basis, a no cost breakfast and lunch is available to students. Students that want to eat breakfast need to arrive as close to 7:15 am as possible. Students that arrive after 7:35 am may only be offered a breakfast bar and not a full breakfast.

Specific dietary restrictions need to be explicitly communicated to SWCS.

Adult breakfast and lunches are available for the price of \$5.00 each.

## **CLASSROOM PARTIES**

Students at Sunny Wolf Charter School have a few parties per year. At times families are asked to volunteer their time and may be asked to provide party needs. Families also may wish to bring in treats for special occasions, such as birthdays. This will need to be prearranged with the teacher prior to the birthday. **As a reminder, for health and safety reasons, do NOT bring any type of homemade items to school for student consumption. All foods must be store purchased and have a clear label listing the ingredients.**

## **BIRTHDAY INVITATIONS**

If party invitations are handed out at school, **they must be for the entire class.** If not for the whole class, students will have to mail or telephone invitations.

## **DAMAGE/LOSS OF PROPERTY**

Students will be expected to pay for all damages of (other than normal wear and tear), or loss of textbooks, technology, and library books. Fines must be paid prior to the end of the school year. It is recommended that textbooks be looked at closely when issued and any problems noted with the teacher.

## **DRESS AND APPEARANCE**

The responsibility for the dress and grooming of students' rests primarily with the students and the student's parents. The school staff shall impose restrictions if the dress or grooming disrupts the educational process of others or threatens the safety or health of a student. Bizarre or immodest dress and grooming shall not be permitted to disrupt the teaching/learning process.

- Examples of unacceptable clothing are bathing suits, halters, bare midriff tops, short shirts (stomach exposed), low cut shorts, or pants that expose the stomach or buttocks, and other revealing clothing.
- Shorts are allowed if they are longer than fingertips when they are straight down at the student's side.
- Underwear must not be showing.
- Students may not wear makeup to school. Unless for special occasions.
- "Wheelie" shoes are not allowed at school.
- Heavy chains are not allowed for safety reasons.
- Perfumes, colognes, and strong smelling deodorants such as Axe are strongly discouraged due to allergy/scent sensitivity to individuals in the school.
- Dangling earrings are prohibited because they can be a danger to your child if they become caught on

something or someone at school.

- Flip flops are allowed if they contain a strap on the back. Shoes need to be secure on the foot so students can participate in all activities safely at school. High heels are also unsafe for elementary students. They should be saved for special events only.
- No head coverings of any type are allowed in the school building. Sunglasses may not be worn in the school building.
- Clothing and accessories may not have any sign of, or promote: graffiti, alcohol/drugs, racism, gang affiliation, tobacco, profanity, etc.
- Spaghetti strap tops are okay if a tank top is worn under otherwise all tank top straps should be two finger widths wide.
- Pajamas should not be worn to school. Unless during special events.
- Students who come attired in inappropriate clothing will be offered "cover up" clothing to wear on that day. A reminder notice may be sent to the parent. Parents of students who have repeated dress issues will be called to bring appropriate clothing.

Clothes normally removed (jackets, sweaters, hats, gloves) should be clearly marked with the student's name. **Clothes left on the playground or in the gym are put in the lost and found area. Parents and students are encouraged to regularly check this area to locate misplaced articles of clothing.** Unclaimed lost and found items will be donated to charity organizations at the end of each trimester.

## **EARTHQUAKE, FIRE & EMERGENCY EVACUATIONS DRILL PROCEDURES AND REGULATIONS**

The first and most common type of emergency drills conducted are fire drills. Fire drills are conducted once each month as required by Oregon law. Detailed escape plans are posted inside the door of each classroom. For fire drills, each class has an escape route to an outside area a safe distance from the building. Children are moved to these designated areas in less than 75 seconds in a safe, quiet and orderly manner.

A second type of emergency drill, Earthquake drill, is conducted periodically. Each child is to get under his/her desk and face away from the windows. After the drill or in the case of a real earthquake, students will be evacuated from the building as safety permits. The third type of emergency drill is a Lock-Down drill. Students are directed to a safe place by staff members, and then continue to follow the directions of the staff members for the remainder of the drill.

The following rules should be abided by during the drills:

- ◆ Students should make a single file line at their designated location.
- ◆ Teachers should have their roll book with them to take proper roll count.
- ◆ There should be no talking during the drill.
- ◆ Students should not return to the classroom until given the "all clear" signal by the Director.

## **EMERGENCY INFORMATION**

In the event of an emergency, each student is required to have the following information on file at the school office.

1. Names of all parent(s) or guardian(s).
2. Complete and up-to-date address.
3. Home and parent(s) or guardian(s) work phone numbers.
4. Emergency phone number of a relative or friend.

5. Physician's name and phone number.
6. Medical alert information and protocol (if applicable).

## **HEALTH SERVICES**

Students may have a hearing and vision test. Parents and students are contacted regarding any problems noted. A cumulative record is made of all health data for each student. Using this record, school personnel are able to inform parents of the need for protection against communicable diseases, including tuberculosis. Parents will be informed whenever there is the potential for communicable disease (such as head lice) when the school is aware of the problem. If a student has an accident or injury at school, it must be reported to the teacher or assistant in charge at the time it occurs.

## **MEDICATION**

State law addresses the dispensing of any form of medication by school personnel. Medication means any prescription or over-the-counter medication including but not limited to vitamins, food supplements, eye, ear and nose drops, inhalants, medicated ointments or lotions, aspirins, cough drops and antacids. For school personnel to administer any medication, the parent must provide a written request. **All prescription and over the counter medication must be in original container** with parent's special instructions and physician's instructions. Parents also need to fill out and sign local form "Parents Request for Giving Medication at School". **All medications must be given to the office staff for safekeeping.**

## **STUDENT HEALTH**

**Communicable Diseases:** Parents of a student with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include but are not limited to: covid-19, chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections, and tuberculosis. Parents with questions should contact the school.

**Doctor and Dentist Appointments:** Parents are asked to make every effort to schedule doctor and dentist appointments for their children outside of school hours. However, when this is not possible, students will be excused for these special appointments.

**Head Lice:** Head lice do not carry disease nor does an infestation with them mean that your child is dirty. However, to prevent the spread of head lice in the school setting, children must be treated immediately. We request that you notify the school if you discover the problem, so that we can take preventative measures at school. Head lice do not jump or fly. They fall or crawl onto surfaces and are passed by sharing combs, hats, bedding, or towels. Head lice do not breed on animals. You get them from another person. If your child is found to have lice, you will be asked to pick up your child from school. In order for a child to return to school, the child must be treated. After treatment, a parent or guardian must accompany the child to school and observe while a head check is done.

**Health Protocol Information:** If your child has a chronic health condition that may require school staff's

attention (i.e. a special health procedure/protocol while at school) or special training of staff in order for your child to safely attend school, the school will need health protocols completed. An initial protocol may be completed and used for the duration of their attendance at Sunny Wolf Charter School. The annual update for returning students on the registration form must be signed to confirm there are no changes in your child's health protocol.

**Illness and Injury:** In case of illness or injury a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. When emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the hospital emergency room. In the vast majority of cases, emergency care at local hospitals will not be administered without the parent being present or being contacted by hospital personnel. Please ensure that there is an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor on file in the office.

### **FIELD TRIPS**

Field trips are a part of your child's learning while at school. Students are transported by school buses and are supervised by school personnel. At the time of registration, parents are asked to complete a permission slip that will be for all field trips held throughout the year. You will be notified in advance of any school field trips.

Chaperones on field trips are considered volunteers and must meet the criteria found in the volunteer section of this handbook.

### **INCLEMENT WEATHER/SCHOOL CLOSURE/DELAYED START**

In case of poor weather or other emergencies, the school may be closed. On such days, information will be posted on our website, and facebook page. A call and email will also be sent out. Please be sure to keep contact information up to date. **Sunny Wolf Charter School is on the same schedule as Three Rivers Schools.**

The district's transportation supervisor and the Director decide in the early morning hours whether students can safely reach school in cases of snow or ice. If they decide to start later or cancel classes for the day, their announcement will be given to the radio and television stations. Up to date information will be posted on the following websites: [www.threerivers.k12.or.us](http://www.threerivers.k12.or.us) and [www.sunnywolfcharterschool.com](http://www.sunnywolfcharterschool.com)

SWCS will send out an all call and email in the event of school closure or delayed start.

Two hour delays will move bussing and drop-off two hours from original time. School will start at 9:30 am with drop-off happening at 9:15 am. Breakfast will not be served.

As a rule, the news on whether the schools are opened or closed will be broadcast by 5:30 a.m. If the weather should dramatically change and threaten student safety while students are in school, schools will be closed early and district buses will transport the students home.

# **BUS TRANSPORTATION:**

The transportation of students to and from school is presently provided by First Student and depending on the route, Sunny Wolf Charter School. The timing of the bus routes is very important; please have your child at the bus stop on time as the bus driver cannot wait for students. **For kindergarten and 1st grade students who ride the bus, a parent or guardian must be present at the bus stop when sending the student to school and meeting them after school.** For any questions regarding transportation, please call the school office at 541-866-2735.

## **Rules for Your Child's Safety:**

It is a student's **privilege** to ride the bus to and from school each day. The school and Three Rivers School District have established rules for student conduct while on a school bus. Students who consistently break the rules can lose the privilege to ride the bus following a decision reached by the Director and after consultation with the bus driver and transportation supervisor.

## **Transportation Code of Conduct:**

The following rules have been established by the State of Oregon in OAR 581-53-010 as well as Board Policy ED.

## **Rules Governing Pupils Riding School Buses:** (State of Oregon Rules: OAR 581-53-010)

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 door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall not bring animals, except approved assistance guide animals, on the bus.
7. Pupils shall remain seated while bus is in motion.
8. Pupils may be assigned seats by the bus driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
10. Pupils shall not extend their hands, arms, or heads through bus windows.
11. Pupils shall have written permission to leave the bus other than at home or school.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without permission of driver.
14. Pupils shall keep the bus clean, and refrain from damaging it.
15. Pupils shall be courteous to the driver, to fellow pupils, and passerby.
16. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Rules governing pupils riding school buses must be kept posted in a conspicuous place in all school buses.

## **Student Conduct on SWCS School Buses:**

1. No smoking, eating, or drinking will be permitted on the buses at any time.
2. Student should arrive at pick up points at least five minutes before the arrival of the bus.
3. No students are to load or unload the bus until drivers are present.
4. Under no circumstances should a student sit in the bus driver's seat, unless in extreme emergency, i.e driver outside and the bus begins to roll.
5. All students will enter bus in a single file.
6. Containers of glass, bottles of any kind, jars, etc. are not permitted on the bus. Bugs in any type of

container are not allowed.

7. On bus runs, musical instruments, sports equipment, or anything larger than that which cannot be held by the student, will not be allowed. Nothing will be allowed in the aisles or step well of the school bus. Transporting large items is the responsibility of the student or his/her parents/guardians.
8. No personal transportation devices (i.e. skateboards, scooters, skates) will be permitted on the buses.
9. Inflated balloons are not permitted on the school bus.
10. Stay away from the bus when it is moving.

#### **Disciplinary Procedures for Bus Violations:**

1. Verbal Warning:

The driver verbally restates behavior expectations and notifies student of the rule(s) they may be violating. If the offense is severe enough (i.e. fighting), a warning may be skipped and a citation issued. At any time, a student may be assigned a seat on the bus.

2. First Citation- Warning\*

Student is issued a citation which is reviewed by the bus driver with the student and then sent to the Director. The Director conferences with the student. Discipline may be issued by the Director.

3. Second Citation\*

The student may be suspended from the bus until a conference, arranged by the Director, has been held with the student, the parent/guardian, and bus driver (if necessary). Discipline may be issued by the Director.

4. Third Citation\*

The student will be suspended for a period of time and will not be able to ride the bus until a conference, arranged by the Director, has been held with the student, the parent/guardian, and bus driver. At this time, a behavior contract will be made with the student. Further violations of bus regulations will be considered a severe violation.

5. Severe Violations

Any severe violation will result in the immediate suspension of the student for a minimum of ten (10) days and/or up to a one-year bus expulsion. There will be a hearing at this time, arranged by the Administrator, involving the student, the parent/guardian, bus driver, the Transportation Supervisor and the Administrator.

6. Appeal Option

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

\*All citations must be signed by the bus driver, the parent, and the Director. Failure to do so may result in the student not being allowed to ride the bus again.

#### **Bus Stop Behavior:**

We encourage you and other parents in your neighborhood to take turns waiting with the students at their bus stop each morning. Students who normally ride the bus to and from school will always be let off at their regular stop. Any change in this routine will require prior written permission from the child's parent/guardian.

Students must follow the direction of staff especially while loading and unloading from the bus. It is important that students follow instruction from the adult in charge. No one is to go between buses in the parking lot.

**For the safety of all our students, please be aware that bus transportation is videotaped. Unless a tape is needed for investigatory or discipline purposes, tapes will be recorded over after twenty four hours.**

## **CELL PHONES/ELECTRONIC DEVICES**

To avoid classroom disruptions that distract from learning, the items listed below are not permitted at school during the instructional day: cell phones, personal electronic devices, computer games, pagers, and/or any other personal property items of value. Under special circumstances, permission to use some electronic items before and after school (i.e. on the bus) may be granted through the office of the Director. When any of these items are brought to school, they may not be turned on or used during school hours and must be stored in a backpack. The school is not responsible for any lost, stolen, or damaged electronic devices.

### **CHANGE OF ADDRESS/TELEPHONE**

It is very important to maintain an up-to-date address and telephone number on file for each student. Notify the school immediately if you have a change of address or telephone number during the school year.

### **USE OF TELEPHONE**

The office phones are for school business only. Students may not make calls on the school phone. In the event of an emergency, the office personnel will call the students parent/guardian. Students, who bring a cell phone to school, must leave the phone in the office. Adult cell phones may be used on breaks only. Cell phones may not be in use during class or during supervision of students. There are exceptions, (if and when an adult is waiting for an important call), let your administrator know.

### **DIRECTORY INFORMATION**

The school identifies certain types of information. Generally, Sunny Wolf Charter School will only publish the following items which contain personally identifiable information:

- Valentine lists - a list of student names only, which children use to prepare cards.
- Parent/Teacher/Student Group and Site Committee - a list might be provided which includes student name, parent name, parent address and telephone number to be used to keep parents up to date on activities and opportunities in the classroom.
- There needs to be a form on file in the office, that parents will be required to fill out and sign, if they do not want their student(s) photographed for media purposes.
- **If you did not receive this form, you may get one from the school office.**
- **If you do not want directory information released, please notify the school in writing.**

## **COMPUTER ACCESS AND USE**

Our school has access to the internet. Students will not be allowed to use the Internet without a consent form signed by the parent and the student. All students are expected to abide by the School Technology Code of Conduct.

## **VIDEO SURVEILLANCE**

School Board policy ECAC authorizes the use of video surveillance cameras on school property to ensure the health, welfare and safety of all staff, students, and visitors to school property, to safeguard school facilities and equipment and to allow greater public access to school facilities. Surveillance cameras may be used in locations, as deemed appropriate by the Director.

## **PARENT/TEACHER CONFERENCES**

Teachers and staff welcome the opportunity of becoming better acquainted with all parents. This can be accomplished through open house, conferences, phone contacts and written notes. We will have conferences November 21-23 and March 2-3. Teachers will send home information with students to set up these scheduled conferences. If parents want to conference with teachers at other times, please call our office and arrangements will be made. If the teacher feels the need for a conference, they will contact the parent.

## **HIGHLY QUALIFIED TEACHERS**

Our school receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001. To comply with this all our teachers and assistants are required to be “Highly Qualified”. You have the right to request information regarding the professional qualifications of your child’s classroom teacher. If you request this information, our school will provide you with the following information as soon as possible:

- a. Evidence to show the teacher has met the state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. The type of college degree major of the teacher and the field of discipline for any grade degree or certificate; and
- d. If your child is receiving Title I services from paraprofessionals, and if so, his/her qualifications.

## **SUBSTITUTE TEACHERS**

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or a family emergency. Students are expected to be courteous to substitute teachers.

## **STUDENT PROGRESS**

At Sunny Wolf Charter School, we are committed to success for every student. Our students participate in a multi-tiered instruction program which offers different levels of instruction and support based on need and includes 1.) whole group instruction; 2.) small group instruction; 3.) individualized instruction. We review all

elementary students' progress at least three times a year with a special focus on reading and math. We closely monitor all student progress. During this process, student performance is carefully reviewed by a team of professionals. Performance data will include academic, behavior and attendance information. The teams use the data to decide which students are doing well with standard classroom instruction, which students may need additional/supplemental instruction, and which students may need individualized intervention.

## **ACCELERATION, RETENTION, AND PROMOTION**

Promotion, acceleration, and retentions are based on an evaluation of academic, physical, social, and emotional growth. Acceleration and retentions occur after a team process involving the parent, classroom teacher, director, and other professionals working with the student. Acceleration and retention are considered after carefully planned and implemented intervention related to the issue(s) occur(s). If you believe your child should be considered for acceleration or retention, you should contact the teacher or school Director. After considering all input, the decision to accelerate or retain shall be made by the Director, Teacher, and Parent jointly. If any party disagrees, the student shall not be accelerated or retained. A Parent who disagrees with the Director's decision to accelerate or retain may appeal the decision to the School Board.

Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year.

## **SPECIAL SERVICES**

**School Wide Title One:** Our school receives additional federal funding to provide supplementary instruction in the areas of reading and math. Our Title 1 Teacher/Coordinator and trained instructional assistant work with students both in individual classrooms and in the Title 1 room. All students benefit from this program through regular monitoring of learning progress. If you would like more information regarding services provided through this program, please contact the school office.

**Special Education:** The special education program is designed especially for children needing instruction or care beyond the typical education services offered in our school. Educational assessment services are available through this program in order to identify children who may require additional educational assistance in and out of the regular classroom. From the assessment results, an Individual Education Program (I.E.P.) is designed for each qualifying child and is directed by a teacher trained to teach children with special learning needs. More information can be obtained from the school office.

**Speech Therapist:** A speech therapist visits the school on a regular basis. Students who are referred for services may work with the therapist on a set schedule. If a parent feels their child may need help in the area of speech development, the parent should contact the child's teacher to see about obtaining an evaluation from the therapist.

## **VOLUNTEERS**

SWCS considers its volunteers as a very special resource. Volunteers are encouraged to help in classrooms, programs, and extracurricular activities. Please call the school office if you have time or skills you can share to make our school a better place for students to learn and grow.

In order to become a volunteer at Sunny Wolf Charter School, complete the volunteer information form available in the office. Upon clearance of a background check, and attendance at a Mandatory Volunteer Meeting, you will be placed on a list of available volunteers. Volunteers will need to sign in at the office and wear a name or visitor badge during school hours. For School Year 22/23 COVID-19 proof of vaccination or OHA approved exception is required.

## **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

## **LIBRARY**

Students will visit the library on a regular basis. It is our goal that the library will be a quiet, productive, safe environment where students interact with courtesy and respect. There are certain rules and responsibilities that the children will be taught regarding the use of the library and care of library materials. Books are checked out for one week. They must be returned or renewed at the end of that time. Further checkouts will not be allowed until the overdue materials are returned. Families will be charged for the replacement of lost or damaged books. At the end of the school year all books will be called in for the summer.

## **SUPPLIES**

We make every effort to keep school supplies you need to buy to a minimum. The school will have a written list of supplies your child will need for school on the first day. Occasionally, a teacher may ask pupils to bring an additional item for class.

## **PICTURES**

Early in the school year, every student has his/her picture taken. Picture packages are available for purchase. Pictures are paid for at the time they are taken. Information will be sent home at the beginning of the year.

## **VISITORS/SCHOOL VISITATIONS**

Parents, as well as community members, are always welcome to visit classes at Sunny Wolf Charter School. All visitors must have completed volunteer training or are from an organization that follows ODE requirements. Please make arrangements with the office before coming to visit. For the protection of students and the prevention of disruption, all visitors must stop by the office and pick up a visitor's pass. Student visitors are not allowed, unless approved by the Director.

## **VISITATION – PARENT RIGHTS**

Both custodial and non-custodial parents have the right to visit their child at school, attend school functions, and volunteer in the classroom. This general right can be modified either by a court order (e.g., limiting or prohibiting one parent in a specific manner) or by the school (any parent's right to attend, participate, or volunteer can be modified or prohibited if doing so is necessary to protect the interests of the child, the other students, and/or the teacher, for example, if the parent is disruptive). All classroom visits shall be prearranged with the classroom teacher. A parent's presence at school can be dictated pursuant to a specific protocol drafted by staff, so long as there is a reasonable basis for the limitations in the protocol, and so long as the protocol is not discriminatory (e.g., limiting the rights of parents of special education students to observe in the classroom, but placing no limits on the rights of parents of regular education students).

## **WITHDRAWALS**

To withdraw from our school (transfer to another school), the teacher will check that all books are turned in. When entering the new school, there will be a **Records Request** form to sign giving permission for our school to send school records to the new school. Be sure to do this as soon as possible. We cannot release school records without this completed request mailed or faxed (541-866-2738) to us by the new school.

## **RELEASE OF RECORDS**

Student records will be maintained by Sunny Wolf Charter School for the benefit of the student. They will be used to promote the instruction, guidance, and educational progress of the student.

- a. Students' records are available to the teaching staff and designated clerical staff qualified to interpret the records.
- b. If a student's records are to be released as specified in Oregon law, the student and/or his/her representative will be notified and will have an opportunity to be present at the reading and interpretation of records.
- c. Oregon law requires that "release of student records for use in any preceding, civil or criminal, in any court of this state shall be made only by the superintendent or his/her appointed representative, or with the consent of the student or juvenile so conflicting or to whom such records relate. If the student is 18 years of age or over or if the person is a minor with the consent of his/her parent or legal guardian, release shall be made only in the presence of an individual qualified to explain or interpret the records."
- d. All student records shall be periodically revised and irrelevant material discarded and the records updated. Behavior records will be destroyed in accordance with Oregon Administrative Rules.
- e. The policies governing student records can be located in the Sunny Wolf Charter School policy book.

**Non-Custodial Parent Rights:** Federal and state laws insure the non-custodial parent's right to consult with school staff and to review educational records unless there is a court document that specifically revokes these rights. Federal law gives schools 45 days to provide the records. In addition, noncustodial parents can receive a copy of the student's report card by contacting the front office with mailing information. When requesting records, non-custodial parents should be prepared to show picture identification and a document that validates that he/she is the child's parent.

## **SCHOOL FACILITIES USE**

Groups requesting use of the school gym and fields must complete and submit a Facility Use Request Form to the office. Any group using Sunny Wolf Charter School facilities must submit a certificate of insurance verifying \$1,000,000. liability coverage.

## **SCHOOL SPONSORED EVENTS**

Students at all school sponsored events shall be governed by the school's official rules and regulations and are subject to the authority of school officials whether the event occurs on or off school grounds.

## **STUDENT/PARENT COMPLAINTS**

Complaints will be handled and resolved as close to their origin as possible. The School Board has developed the following protocol for the progression of complaints involving instruction, discipline, or learning material:

1. Teacher
2. Director
3. School Board

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The No Child Left Behind Act of 2001 (NCLB) requires that each educational agency notify parents of students currently in attendance within a school of their rights pertaining to the inspection and review of student's educational records. Parents have the right to:

- Inspect and review the student's education records by making a written request to the Administrator or designee. Upon receipt of the request, the Administrator/designee must respond within 45 calendar days. The Administrator/designee and parent will arrange a time when records are available for review. Original records are to be maintained by the school and should not leave school grounds. The Administrator/designee will provide a location where the parent may review the records with a school employee present.
- Request in writing that document(s) be amended or removed if it is believed such document(s) are inaccurate, misleading, or in violation of the student's right to privacy or other rights. The request should be addressed to the Administrator or designee and must clearly state the part of the record that is requested to be amended/removed and why the amendment/removal is justified. The Administrator/designee will review the request and decide whether to amend the record. If the Administrator/designee denies the request, he/she shall inform the parent/guardian of the decision and of the right to a hearing.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that these rules authorize disclosure without consent. Identifiable information, aka directory information, is defined as information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. This could include:
  - a. Name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance,

- and grade level;
- b. Participation in officially recognized activities and sports, weight and height of members of athletic teams;
  - c. Major field of study, degrees, honors, and awards received;
  - d. The most recent school attended

- Parents and eligible students have the right to opt out of disclosure of directory information annually by submitting a written request to the Administrator. Disclosure without consent may be made to a school official who has a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff person (including health or medical staff and law enforcement personnel), a person serving on the School Board, a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials, a parent or student serving on an official committee such as a disciplinary committee or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to perform his/her professional responsibility.
- Request, in writing, a copy of a student's education records. The school may recover a fee for providing a copy of the records, but only for the actual cost of reproducing the record. Copies of test protocols and other documents described in ORS 192.501 (4) shall not be provided.

## **HARASSMENT, BULLYING OR INTIMIDATION, INCLUDING CYBER BULLYING**

Harassment, bullying or intimidation is not permitted or tolerated at Sunny Wolf Charter School. Students who are involved in harassment of any kind will be subject to disciplinary action, up to and including expulsion.

Harassment, Bullying and Intimidation includes (but is not limited to) (1) Any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature; on the basis of age, race, religion, color, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, geographic location, familial status, source of income or disability; (2) Creation of a hostile educational environment including interfering with the psychological well-being of a student; (3) Behavior at school sponsored activities, on school provided transportation and at any official school bus stop; (4) Harassment, intimidation and bullying involving off campus conduct, including but not limited to off campus electronic or other communication during non-school hours, if it causes a substantial disruption of the educational process. This includes but is not limited to cyber bullying which is an ongoing intention by a student (or group of students) to pick on another student (or group of students) using electronic means, such as emails, instant messaging, cell phone texts, defamatory web sites, blogs, and chat rooms. Examples include sending mean, vulgar or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else to make that person look bad; and intentionally excluding someone from an online group. If an adult is involved, it is called cyber harassment or cyber stalking and is considered criminal behavior; and (5) Sexual harassment which involves unwanted and unwelcome, words, deeds, actions, gestures, symbols, or behaviors of a sexual nature that make the target feel uncomfortable including cyber bullying/harassment.

**Reporting & Investigation:** Any student who feels they have been bullied, harassed or intimidated should

report to an adult immediately. Any adult (parent or staff member) who receives a report of bullying or harassment should report to the Director as soon as possible. An Incident Report Form is available in the front office for any adult and/or student to complete. All reports of harassment, intimidation or bullying will be submitted to the Administrator. An investigation will be conducted in accordance with School Policy and any necessary corrective action will be taken and documented. Any request for the School to review the actions in responding to a report of harassment, intimidation, bullying or cyber bullying (or a school investigation of such a report) should be submitted in writing to the Director.

## **INDIVIDUALS WITH DISABILITIES ACT**

Public Law 105-17, also known as the “Individuals with Disabilities Education Act” requires school districts to use an ongoing system to locate, identify, and evaluate all children (birth to 21 years) suspected of being eligible for special education services.

Sunny Wolf Charter School requests public assistance in identifying any developmentally disabled child who is not enrolled or currently receiving special education services. Please contact the school office.

## **RIGHTS AND RESPONSIBILITIES**

It is the policy of Sunny Wolf Charter School not to discriminate on the basis of race, national origin, religion, sex, age, handicap, or marital status in its EDUCATIONAL PROGRAMS, ACTIVITIES, OR EMPLOYMENT PRACTICES. Continuous effort will be devoted to ensure an equal opportunity for all persons.

It is the responsibility of Sunny Wolf Charter School to provide educational opportunities for the student and to equip him/her with basic skills, understanding, appreciation, and attitudes necessary for living effectively in today's society. It is the responsibility of the student, as a citizen of the community, to make the school a place where people can live and learn together. To help achieve this type of responsible citizenship, the Board of Education has provided this guide to inform the student of policies which govern conduct in school.

Sunny Wolf Charter School does not discriminate on the basis of race, color, national origin, sex, marital status, sexual orientation, religion, disability, or age in its programs and activities. According to Title IX of the Educational Amendments of 1972. Additionally, will not discriminate against qualified individuals on the basis of disability in its services, programs, or activities as required by Title II of the Americans with Disabilities Act of 1990 (ADA) and its amendments. Furthermore, in accordance with section 504 of the Rehabilitation Act of 1973 does not discriminate against qualified individuals with disabilities in the United States based solely by reason of his/her disability. Those qualified cannot be excluded from the participation in, be denied the benefits of, or subjected to discrimination under any program or activity at Sunny Wolf Charter School.

The following person has been designated to handle inquiries regarding non-discrimination policies:

Jody Hoffmann  
541-866-2735