



Student Handbook

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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 Material contained herein may, therefore, be superseded by such board policy or administrative regulation.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 Redmond Proficiency Academy (RPA) office during business hours and on the [RPA website](#). Any information contained in this student handbook is subject to unilateral revision or elimination without notice. Notification may be provided when appropriate.

RPA prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race^[1], religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act; and Title II of the Genetic Information Nondiscrimination Act.

RPA may not limit student enrollment based on race, religion, sex, sexual orientation, gender identity, ethnicity, national origin, disability, the terms of an individualized educational program (IEP), income level, proficiency in the English language, or athletic ability except as authorized by Oregon law. A public charter school may limit admission within a given grade level, in accordance with ORS 338.125. A public charter school may select students through an equitable lottery selection process if the number of student applicants exceeds the capacity of a program, class, grade level or building. A public charter school may implement a weighted lottery that favors historically underserved students in accordance with ORS 338.125. The school may give priority for admission to students in accordance with ORS 338.125.

As used in this handbook, the term parent generally includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, may depend on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes may depend on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For students with disabilities, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

Compliance Officers

The following have been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Accounting & Human Resources Team hr@rpacademy.org 541-526-0882

The following staff has been designated to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues:

Assistant Director of Student Support and Services, Hillary Kirk hillary_kirk@rpacademy.org 541-526-0882. The procedure for filing a complaint can be found on the RPA website at rpacademy.org.

Parent & Student Acknowledgement

Parents and students are not required to acknowledge receipt of the Student Handbook or the Student Code of Conduct or the consequences to students who violate public charter school disciplinary policies.

Release of Directory Information

Parents objecting to the release of directory information on their student must notify the public charter school office within 15 days of receipt of the student handbook. Parents must also give their signed and dated written permission for the public charter school to release personally identifiable information.

Redmond Proficiency Academy Vision, Mission, and Values

Vision

Revolutionizing education by respecting all students as unique humans who are encouraged to take possession of their education and demonstrate their learning in ways that reflect their present and future goals.

Mission

Empowering students to own their education through a combination of student choice and a mindful use of data in an engaging, safe, inclusive, flexible, and proficiency-based learning environment that promotes personal, academic, and intellectual growth.

Values

We utilize a proficiency-based educational model.

We encourage students to take ownership of their education.

We respond compassionately to the unique needs of our students.

We create engaging learning environments.

We ensure every student has a voice.

We respect all members of the school community as unique individuals.

We embrace innovation to continually evolve to meet our students' academic needs.

Personalized Learning Inc

RPA is governed by the [Personalized Learning Inc Board](#). Information about board members can be found on the [RPA website](#).

Staff Contact

RPA Staff Contact information can be found on the [RPA website](#).

School Calendars

The school calendars can be found on the [RPA website](#)

Parent & Student Acknowledgement of Receipt & Directory Information Acknowledgement

I understand and consent to the responsibilities outlined in the Student Code of Conduct as outlined in the student handbook. 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 RPA school-provided transportation. This includes while traveling to and from school or at bus stops.

I understand that should my student violate the Student Code of Conduct they 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.

I understand that certain information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. This information can be released without parental consent, unless the student has been opted out.

I understand that RPA is required by law to release students' names, addresses, and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the RPA withhold this information.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the school of the purpose(s) the information will be used, to whom it will be released, and prior written, dated, and signed parental consent, unless otherwise permitted by law. Personally identifiable information includes, but is not limited to: the student's name or 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, 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 school 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.

I understand that unless a parent or eligible child objects to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the public charter school for use in local school publications, other media, and for such other purposes as deemed appropriate by the administrator. I understand that this includes the release of my secondary student's name,

address, and telephone number upon a request made by military recruiters and/or institutions of higher education.

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the school from disclosing or requiring a student to disclose their name, identifier, institutional email address in a class in which the student is enrolled, or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the public charter school in policy JOA - Directory Information.

[Opt-Out of Information Sharing](#)

Academic Integrity

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Academic dishonesty includes, but is not limited to, using or sharing prohibited study aides or other written materials on tests and assignments; sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor; and knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

Violation may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

Admission

A student seeking enrollment with Redmond Proficiency Academy must apply online via [SchoolMint](#). All students enrolled in the school must comply with Oregon laws related to age, residence, health, attendance, and immunization. Age, health, attendance, immunization, and other eligibility prerequisites for admission as set forth in state law, Board policy, and administrative regulations, may be required.

Public charter school law requires student enrollment be voluntary. If the number of applicants exceeds the capacity, students shall be selected through an equitable lottery process. An equitable lottery selection process may incorporate a weighted lottery for historically underserved students (see ORS 338.125).

Redmond Proficiency Academy may not limit student enrollment based on race, religion, sex, sexual orientation, gender identity, ethnicity, national origin, disability, the terms of an IEP, income level, proficiency in the English language, or athletic ability. The public charter school may limit admission within a given grade level, in accordance with ORS 338.125. The school may give priority for admission to students in accordance with ORS 338.125.

Animals in the School

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability or animals approved by the administrator that are part of an approved public charter school curriculum or co-curricular activity are allowed in public charter school facilities.

Companion or comfort animals are not considered service animals.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

Asbestos

Redmond Proficiency Academy 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 public charter school office.

Brett Hudson serves as the school's asbestos program manager and may be reached for additional information.

Assessment Program

The Redmond Proficiency Academy's assessment program shall be designed for the purpose of determining school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

Students may annually opt out of taking the statewide summative assessments as provided by state law. Redmond Proficiency Academy school shall provide the required notice and necessary forms for opting out of the statewide assessments to the student.

In addition to the statewide summative assessments, Redmond Proficiency Academy utilizes the ACT suite of assessments for students in grades 8-11. These assessments provide further information about student proficiency levels in core academic subjects. Results are used to provide alternate pathways to earning credit as well as to provide valuable feedback on instructional practices.

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.

Redmond Proficiency Academy shall provide supervised study time for students who are excused from participating in the assessment.

Assignment of Student to Classes

Each semester students are recommended to take specific core classes in the following subject areas: Language Arts, Math, Science, and Social Studies. These recommendations are made after considering the individual needs of the student, staffing, and scheduling considerations. Students are encouraged to "own their education". Each year students work with an assigned staff member to build a schedule that works best for them. Students then sign-up for classes in an arena type event.

If a student believes the course placement is incorrect they are asked to reach out to an RPA staff member.

Parent requests to change a student's assigned class can be directed to the public charter school administrator. Parent requests to place a student in a particular class may be submitted to an RPA school administrator or a counselor. Final decisions are the responsibility of RPA leadership staff.

Attendance

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public, full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly.

A parent will be issued a notification, in writing and in the native language of the parent, and in accordance with law, the administrator will schedule a conference with the non attending student and their parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may 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.

Absences and Excuses

Students are encouraged to notify their teachers when they will miss school. A student's absence from school or class will be excused under the following circumstances:

1. Illness, including mental and behavioral health 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. Student is a dependent of a member of the U.S. Armed Forces^[2] who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
5. Field trips and school-approved activities;
6. Medical or dental appointments (confirmation of appointments may be required);
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.]

RPA shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone, or another method identified in writing by the parent or guardian. If the parent or 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 or religious considerations.

A student who must leave school during the day should notify the office staff. A student who becomes ill during the school day should, with the teacher's permission, report to the office or health staff. The office staff or health assistant 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. Parents and/or students should contact the office to arrange for the collection of homework assignments for a student who will be absent for several days. Failure to show proficiency in a class will result in an Incomplete grade..

Absenteeism will not be used as a criterion for the reduction of grades.

Class Ranking

All students with a weighted grade point average above 4.0 through the 7th semester of high school will be recognized as a valedictorian. There is no recognition for a salutatorian.

The RPA valedictorians may be permitted to speak as a part of the planned graduation program at the discretion of the administrator or designee.

Clubs & Organizations

Student clubs and performing groups such as the band, choir, dance, and drama teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the public charter school shall apply in addition to any consequences specified by the organization.

Communicable Diseases

RPA shall provide reasonable protection against the risk of exposure to communicable diseases for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion, or other measures as provided by Oregon law, by the local health department, or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way that both furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to telephone the administrator so that other students who have been exposed to the disease can be alerted.

Parents with questions should contact the school office.

Computer Use

Students may be permitted to use the public charter school's electronic communications system for school and instructional related activities. Personal use of school computers including Internet and email access is permitted when consistent with board policy and administrative regulations and when during the school day.

RPA 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, chat rooms, and other forms of direct electronic communications;
6. Unauthorized access, including "hacking" and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use, and dissemination of personal information regarding students are prohibited;
8. Measures designed to restrict students' access to materials harmful to students have been installed.

RPA 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 RPA information system are the RPA and are to be used for authorized purposes only. Use of RPA equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the RPA'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, received, generated, or stored on RPA servers are not private and may be subject to monitoring.

By using the RPA's system, individuals consent to have that use monitored by authorized public charter school personnel. The RPA reserves the right to access and disclose, as appropriate, all information and data contained on RPA computers and RPA-owned e-mail systems.

Students will comply with the school's policies, including but not limited to, Board policy IIBGA - Electronic Communications System and its administrative regulations. Students who violate Board policy, and administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of RPA system access up to and including permanent loss of privileges. Violations of law may be reported to law enforcement officials.

Conduct

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

Student Code of Conduct

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

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while under the jurisdiction of RPA, and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

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

1. Assault
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying, and teen dating violence, as prohibited by Board policy JFCF - Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Student, and accompanying administrative regulation
3. Coercion
4. Suspected abuse of a child pursuant to Board policy JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements
5. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment
7. Bringing, possessing, concealing, or using a weapon as prohibited by Board policy JFCJ - Weapons in the Schools
8. Vandalism, malicious mischief, theft, as prohibited by Board policies ECAB – Vandalism, Malicious Mischief or Theft including willful damage or destruction to public charter school property; or to private property on public charter school premises or at school-sponsored activities

9. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs or other controlled substances, including drug paraphernalia as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems
11. Use or display of profane or obscene language
12. Disruption of the school environment
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials
14. Violation of public charter school transportation rules
15. Violation of law, Board policy, administrative regulation, school, or classroom rules

In regard to weapons, 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 in violation of state or federal law. The administrator may modify the expulsion requirement for a student on a case-by-case basis.

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.

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. 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 475.904.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct

Student Protests & Political Action

RPA respects our students and their rights to peacefully protest issues of concern to them. We believe that students have a right to have their voices heard. At RPA, we have attempted to create and foster a culture where students feel safe, welcomed, and valued. Student choice and student voice are key elements of our educational model.

Any students who miss classes or arrive significantly late or leave early will be marked with an unexcused absence. Families may excuse absences by contacting our office by phone or email. Notifications regarding absences will be made via email on the day of, or the day after, the absence.

Students participating in protests or walkouts that may occur, must be aware that these are not school-sponsored events or activities. As such, any protests or walkouts should occur off school property, and any protests or walkouts will not be supervised by staff members. Students who engage in acts of protest, including walkouts, are asked to do so without disrupting the learning environment of their peers. All students are expected to follow our school expectations regarding respect for one another, our staff, and our school.

Student Rights & Responsibilities

Student rights and responsibilities include, but are not limited to, 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 their 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.

Conferences

Regular conferences are scheduled at least annually for middle school families to review student progress.

A teacher may request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The public charter 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.

Counseling

RPA offers a wide range of counseling services. These services include academic resources, wellness counseling resources, and college and career counseling.

Academic resources include course scheduling, course options, graduation tracking and requirements, transcript requests, and faculty advisors.

Wellness counseling resources include emotional wellness, individual counseling, group counseling, skill building, providing a safe space for students, mental health referrals, and connection to community resources.

College and Career Counseling includes Oregon College Application support, scholarship information, job fairs, expanded options at COCC, letters of recommendation, military introductory meetings, SAT/ACT testing.

In addition to these counseling services, RPA operates a number of student support teams to ensure that all students have the support they need throughout the school year.

Credit for Proficiency

In addition to credit by successfully completing classroom or equivalent work, a student may receive credit toward a diploma or a modified diploma by one or more of the following options if the student demonstrates defined levels of proficiency or mastery of recognized standards:

1. Classroom or equivalent work that meets Common Curriculum Goals and academic content standards required by OAR 581-022-2030;
2. Classroom or equivalent work in class or out of class, where hours of instruction may vary;
3. Passing an appropriate exam;
4. Providing a collection of work or other assessment evidence; and/or
5. Providing documentation of prior learning activities or experiences, (e.g., certificate of training, letters, diplomas, awards, etc.).

Damage to RPA Property

A student who is found to have damaged RPA property may be held responsible for the reasonable cost of repairing or replacing that property. If the cost is \$50 or more, the public charter school may notify the student and parent. RPA will notify students and parents of all such charges. If the amount due is not paid within ten calendar days of receipt of the public charter school's notice, the amount will become a debt owed.

Discipline/Due Practice

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 at the RPA 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 depending on the nature of the offense and without bias. 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, they may also be referred to law enforcement officials. Violations of the RPA's weapons policy shall be reported to law enforcement when as required by law.

No student will be subjected to corporal punishment.

Detention

A student will not be detained outside of school hours for disciplinary reasons.

Discipline of Students with Disabilities

When a student being served by an individualized education program (IEP) engages in conduct that would warrant suspension of more than 10 days or expulsion for a student without disabilities, 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. RPA may not suspend for more than ten 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 district 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.

Expulsion

Students may be expelled for any of the following circumstances:

1. when a student's conduct poses a threat to the health or safety of students or employees
2. when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy
3. when required by law

The RPA shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion.

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.

RPA will provide appropriate expulsion notification including expulsion hearing procedures and student and parent rights as required by law as part of the expulsion process.

Suspension

A student whose conduct is seriously detrimental to the school's best interests may be suspended for up to and including ten school days. A student may be suspended for one or more of the following reasons:

1. Willful violation of Board policies, administrative regulations, or school rules
2. Willful conduct which materially and substantially disrupts the rights of others to an education
3. Willful conduct which endangers the student, other students, or staff members
4. Willful conduct which damages or injures public charter school property

An opportunity for the student to present their 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 RPA property, nor participate in activities directed or sponsored by RPA.

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.

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. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school sponsored media. 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 RPA property by a student or a nonstudent without the approval of the administration.

Materials not under the editorial control of the RPA may be subject to administrative review, restriction, or prohibition, 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 or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias.

Materials that include advertising that is in conflict with RPA, rules, and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of RPA.

All material requests for distribution require administrator approval. If material is not approved within 48 hours of the time that it was submitted, it must be considered denied.

A denial may be appealed to the Director of Curriculum & Instruction. If the material is not approved by the Director of Curriculum & Instruction within three days it will not be considered approved. A decision reached by the Director of Curriculum & Instruction may be appealed to the Board at a regular meeting when the individual shall have a reasonable period of time to present their viewpoint.

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

Dress & Grooming

RPA's dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the staff member leading the activity and may be denied the opportunity to participate if those standards are not met.

Drug, Alcohol, & Tobacco Prevention Program

The possession, selling, and/or use of illegal and harmful drugs, alcohol, tobacco products, and inhalant delivery systems 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 RPA provided transportation. Students in violation of the RPA's policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

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

An intervention program to eliminate drug, alcohol, and tobacco use has been implemented throughout RPA. 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 RPA 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.

Parents are encouraged to contact the school office for information on RPA and community resources available to assist students in need.

Emergency Drills - Fire, Earthquake, Safety Threats, and Other Emergency Drills

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

At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first ten 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. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.

A map/diagram of the fire escape route 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.

Emergency Medical Treatment

A student who becomes ill or is injured at school must notify a 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 submitted by parents. 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.

Emergency School Closing Information

In case of hazardous or emergency conditions, the administrator may alter RPA and transportation 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.

Extracurricular Activities

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student clubs, organizations, and other activities has to offer.

Interested students should contact the office for additional information.

RPA students in grades 6-12 may participate in their resident district's activities that are offered before and after regular school hours when the requirements found in Oregon law are met. RPA students in grades 9-12 may participate in their resident district's activities that are sanctioned by Oregon School Activities Association (OSAA) when the requirements found in Oregon law are met. Students must meet any eligibility requirements of the resident district, and may be required to pay participation fees

Fees, Fines, & Charges

Materials that are part of the basic educational program are provided without charge to a student. Students are welcome to provide their own supplies (e.g., pencils, paper, erasers, and notebooks) and may be required to pay certain other fees or deposits, including

1. Club dues
2. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.
3. Student accident insurance and insurance on school-owned instruments
4. Fees for damaged books and school-owned equipment
5. Field trips considered optional to the public charter school's regular school program
6. Admission fees for certain extracurricular activities
7. Participation fees or "pay to play" for involvement in activities

A written notice will be provided to the student and their parent(s) of RPA's intent to collect fees, fines, and damages owed. Notices will include the reason the student owes money to RPA; an itemization of the fees, fines, or damages owed; and the right of the parent to request a hearing.

Debts not paid within ten calendar days of the public charter school's notice to the student and parent will result in possible referral of the debt to a private collection agency or other methods available to the public charter school.

A request to waive the student's debt must be submitted in writing to the administrator or designee. Fees, fines, and charges owed to the public charter school may be waived at the discretion of the administrator or designee if

1. The public charter school determines that the parent of the student is unable to pay the debt
2. The payment of the debt could impact the health or safety of the student
3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice
4. There are mitigating circumstances as determined by the administrator or designee that preclude the collection of the debt

Such requests must be received no later than 10 calendar days following the public charter school's notice.

All such restrictions and/or penalties shall end upon payment of amount owed.

Fundraising

Student organizations, clubs or classes, athletic teams, outside organizations, may occasionally be permitted to conduct fund-raising efforts. An application for permission must be made to the Director of Curriculum & Instruction at least ten 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's extracurricular activities program. The Executive Director is responsible for administering student activity funds.

Commencement Exercises

Students in good standing^[5] who have successfully completed the requirements for a high school diploma, or qualify to receive or receives a modified diploma, an extended diploma, or an alternative certificate, including a student with disabilities receiving a document certifying successful completion of program requirements, shall have the option to participate in commencement exercises. Students who have not met the Oregon diploma or certificate requirements may, at the discretion of the administrator or designee, be permitted to take part in the RPA's graduation exercises. Additionally, students may be denied participation in commencement exercises for violation of Board policies, administrative regulations, or school rules.

A student shall be allowed to wear a dress uniform issued to the student by a branch of the U.S. Armed Forces if the student:

1. Qualifies to receive a high school diploma, a modified diploma, an extended diploma or an alternative certificate; and
2. Has completed basic training for, and is an active member of, a branch of the U.S. Armed Forces.

Graduating students will be allowed to wear Native American or other items of cultural significance.^{[6] [7]}

Valedictorian(s), or others may be permitted to speak as part of the commencement exercise program at the discretion of the administrator or designee. All speeches will be reviewed and approved in advance by the administrator or designee.

Graduation Requirements

The Board establishes graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma, and an alternative certificate that meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. RPA will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if the student is 18 years of age or older or emancipated.

Students will have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma, or an alternative certificate at each high school. RPA provides age appropriate and developmentally appropriate literacy instruction to all students until graduation.

RPA may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the modified or extended diploma requirements.

RPA may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified or extended diploma is awarded, or the student's parent or guardian. RPA shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in the later of four years after starting the ninth grade, or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in less than four years. In order to satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21.

A student in good standing who qualifies to receive or receives a modified diploma, an extended diploma, or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who received a modified diploma, an extended diploma, or an alternative certificate shall have access to instructional hours, hours of transition services, and hours of other services that are designed to meet the unique needs of the student, and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school.

RPA will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, RPA will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate, or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma, or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

The RPA may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma.

Students and their parents will be notified of graduation and diploma requirements through the high school curriculum guide which is on RPA's website.

^[8]Beginning in grade five or beginning after a documented history to qualify for a modified diploma, an extended diploma, or an alternative certificate has been established, RPA will annually provide to the parents or guardians of the student, information about Oregon's graduation requirements for a modified diploma, an extended diploma, and an alternative certificate.

Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, Domestic 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 at RPA Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation, bullying, cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of Board policy – JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials.

“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 RPA sponsored activity or grade level attainment, [.] (i.e., personal servitude; sexual stimulation/sexual assault; 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; or 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; or

3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity, 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.

“Domestic violence” means abuse by one or more of the following acts between family and/or household members:

1. Attempting to cause or intentionally, knowingly, or recklessly causing bodily injury;
2. Intentionally, knowingly, or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate, or bully.

“Menacing” includes, any act intended to place a student in fear of imminent serious physical injury.

“Retaliation” means any acts of, including but not limited to, hazing, harassment, intimidation, bullying[, menacing, teen dating violence, and acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting of or participation in the investigation of [hazing,]harassment, intimidation, bullying[, menacing], teen dating violence, and acts of cyberbullying, or retaliation.

The Executive Director will take reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating Violence or Domestic

Violence – Student shall immediately report their concerns to the Executive Director who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of Board policy JFCF or feels they have been subjected to an act of hazing, harassment, intimidation, bullying, menacing, or cyberbullying, or feel they have been a victim of teen dating violence in violation of the policy is encouraged to immediately report concerns to the Executive Director who has overall responsibility for all investigations. A report made by a student or volunteer may be made anonymously. A student may also report concerns to a teacher or leadership team member who will be responsible for notifying the appropriate public charter school official.

RPA shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7-12.

RPA shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying, or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying, or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356).

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

Step 1: Any reports or information on acts of [hazing, harassment, intimidation, bullying, menacing, cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to [employee position title]. Reports 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 Executive Director or board chair receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The Executive Director or board chair will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The Executive Director or board chair conducting the investigation shall notify the person making the report within ten working days of receipt of the information or report, 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 person making the report, 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 person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the administrator or designee. Such appeal must be filed within ten working days after receipt of the Step 2 decision. The administrator or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The administrator or designee shall provide a written decision to the appeal within ten working days.

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

Direct complaints of discriminatory harassment 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 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or incidents of teen dating violence, and documentation will be maintained as a confidential file in the public charter school office.

Homeless Students

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the school office. Parents and/or students may be referred to the sponsoring district's liaison for homeless students

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for religious or philosophical beliefs, and/or a medical exemption, the student is not 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 the student has met immunization requirements. The student's parents or guardian will be notified of the reason for this exclusion.

Infection Control (HIV, HVB, & AIDS)

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 public charter 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.

HIV, HBV, Aids - Students

A student infected with HIV, HBV, or AIDS¹ 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 public charter school recognizes that a student (parent) has no obligation to report an HIV, HBV, or AIDS condition diagnosis to the public charter school.

If a student (parent) wishes to divulge such information and continues attending school, the public charter school will meet with the student or representative to develop appropriate procedures.

Individuals with questions regarding these requirements of law or public charter school procedures should contact the Director of Curriculum & Instruction.

Lockers

Lockers and other public charter school storage areas provided for student use remain under the jurisdiction of the public charter school even when assigned to an individual student. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on RPA premises is present; maintenance of proper sanitation, mechanical condition, and safety; and to reclaim RPA property including instructional materials.

A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. RPA will not be responsible for the loss of, or damage to, personal property.

Lost & Found

Any articles found in the school or on public charter school grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester, and periodically throughout the year if necessary.

Loss or suspected theft of personal or RPA property should be reported to the school office.

RPA will not be responsible for the loss of, or damage to, personal property.

Media Access to Students

Media representatives may be allowed to interview, and photograph students involved in instructional programs and school activities, including athletic events. 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.

RPA 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.

Medications

RPA recognizes that administering a medication to a student and/or permitting a student to administer a medication to them self, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis^[9], or a need to manage hypoglycemia, asthma, or diabetes.

Students may be permitted to take medication and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy and administrative regulations.

Self Administered Medication

Requests and parental permission for RPA to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640, or 109.675.

Written instructions from the prescriber 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, any other special instructions, and the signature of the prescriber. A prescription label prepared by a pharmacist at the direction of a prescriber meets the requirements for written instructions from the prescriber, if the information above is included (excluding the signature).

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer non-prescription and prescription medication (parental signature in place of a prescriber signature).

All medication to be administered by RPA is to be brought to school 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 RPA. A request to the school to administer non-prescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of the law.

In situations when a licensed healthcare professional is not immediately available, trained personnel, designated by RPA may administer epinephrine, glucagon, or other medications to a student as prescribed and/or allowed by Oregon law.

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

Self Medication

Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640, or 109.675;
2. Permission from a building administrator and either a prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication by the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the student's response to the medication.

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

A request to allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of the law.

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: in these situations 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.

Naloxone

^[10]Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

Online Learning

RPA may grant credit for approved online courses offered by RPA'S approved institutions. Students may apply to take an online course and may receive credit for completion of approved online courses that meet RPA or state requirements and academic content standards.

Students may also apply to take an online, eligible post-secondary course through the RPAs Expanded Options Program. If a student wishes to receive credit toward graduation, the student and the online course offered through the post-secondary institution must meet statutory and RPA criteria.

Parental Involvement

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the public charter 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 public charter school provides;
2. Keep informed on public charter school activities and issues. RPA's published newsletter and weekly What's Happening, Curriculum night in the fall at the middle school provide opportunities for learning more about RPA middle school.

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 public charter school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent
2. Mental or psychological problems of the student or the student's family
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 (e.g., name, address, telephone number, or 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(s) or the student if age 18 or older.

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 & Social Media

Students may possess personal electronic devices at RPA facilities during the school day. A “personal electronic device” is a device capable of electronically communicating, sending, receiving, storing, recording, and/or displaying information and data.

Students may not access social media websites using public charter school equipment, while on public charter school property, or at public charter school-sponsored activities unless the access is approved by a public charter school representative.

Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities. Devices that have the capability to take photographs or record video or audio shall not be used for such purposes while on public charter school property or while a student is engaged in sponsored activities unless expressly authorized in advance by the public charter school administrator.

The public charter school will not be liable for personal electronic devices brought to public charter school property and public charter school-sponsored activities.

The public charter school will not be liable for information or comments posted by students on social media websites when the student is not engaged in public charter school activities and not using public charter school equipment.

Students found in violation of the personal electronic device use and possession prohibitions of Board policy, JFCEB – Personal Electronic Devices and Social Media, or any rules established by the building administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student’s parents.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law.

Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.

The public charter school will not be responsible for the loss of, or damage to, personal property.

Posters

Signs, banners, or posters that a student wishes to display must first be approved by an administrator. 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, or disability, or other reasons deemed appropriate by RPA. An alternative program or learning activity for credit may be provided.

All such requests should be directed to the administrator by the parent in writing and include the reason for the request and a proposed alternative.

Promotion, Retention, & Grade Level Placement of Students

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

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities after consulting with the student's parents.

Students in grades 9-12 will be promoted or retained in accordance with state and public charter school graduation requirements.

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

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

Students with Disabilities

The district where the public charter school is located provides programs and services for students with disabilities. A student or parent with questions should contact the Redmond School District Special Education Department.

Discrimination Complaint

A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact the Human Resources team by email at hr@rpademy.org or by phone at 541-526-0882.

The school's final decision may be appealed to RPA's school board under Oregon Administrative Rules (OAR) 581-002-0001 - 581-002-0023

Bias Incident Complaints

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

"Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

"Symbol of hate" means nooses^[11], symbols of neo-Nazi ideology or the battle flag of the Confederacy.

RPA prohibits the use or display of any symbols of hate on school property^[12], or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure

Division Education Standards Complaint

Any resident of the district in which the public charter school is located, parent of a student attending a public charter school, or a student attending the public charter school may express a concern alleging violation of the public charter school's compliance with a Division 22 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, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

After exhausting the charter school's complaint procedure, the complainant can appeal the decision to the sponsoring district superintendent. If RPA has not resolved the complaint within 30 days at any step or within 90 days of the initial filing of a complaint with the public charter school (whichever occurs first), any complainant may appeal directly to the sponsoring district superintendent.

Instructional Material Complaints

Complaints by students or parents about instructional materials should follow Board policy KL - Public Complaints and any accompanying administrative regulations.

Public Complaints

No staff member, student, parent or guardian of a student attending the public charter school or person that resides in the district where the public charter school is located will be denied the right to petition the school with a complaint.

A complainant will be referred through the proper administrative process for resolution of a complaint before investigation or action by the Board. An exception will be a complaint against the administrator or one that involves Board actions or Board operations.

The complaint procedure is available at the public charter school's administrative office and on the homepage of the public charter school's website. The Board advises the public there is a proper process for resolving complaints, including but not limited to concerns in the following areas:

1. Instruction
2. Discipline
3. Learning materials
4. Compliance with State Standards

5. Restraint and/or seclusion
6. With a staff member
7. Retaliation against a student or a student's parent who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule, or regulation.

The complainant must follow the complaint procedure as outlined in administrative regulation KL-AR - Public Complaint Procedure.

Any complaint about public charter school personnel other than the administrator will be investigated by the administration before consideration and action by the Board. The Board will not hear charges against employees in a session open to the public unless an employee requests an open session.

Complaints against the administrator may start at step 3 and may be filed with the director, on behalf of the Board.

Complaints against the director may start at step 3 and should be referred to the Board chair on behalf of the Board. Public Complaints - KL 1-2

Complaints against the Board as a whole or against an individual Board member may start at step 3 and should be made to the Board chair on behalf of the Board.

Complaints against the Board chair may start at step 3 and be made directly to the Board vice chair on behalf of the Board.

A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the public charter school.

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

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 to 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if a student, a parent or guardian of a student who attends the school, or a person who resides in the public charter school where the school is located, may appeal^[13] the public charter school's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 – 581-002-0023 (see KL-AR(1) - Appeal to the Deputy Superintendent of Public Instruction).

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR - Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.

Suspected Sexual Conduct with Students by Public Charter School Employees, Contractors, Agents, and Volunteers of the Public Charter School

Sexual conduct by public charter school employees, contractors^[14], agents^[15], and volunteers^[16] is prohibited and will not be tolerated. All public charter school employees, contractors, agents, and volunteers are subject to Board policy JHFF/GBNAA – Suspected Sexual Conduct with Students and Reporting Requirements.

“Sexual conduct,” means verbal or physical conduct, or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the public charter school or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the public charter school that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The public charter school will post in each school building the name and contact information of the ^[17] licensed administrator and alternate licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for the respective school building to receive sexual conduct reports and the procedures the designated administrator will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports at RPA is Hillary Kirk. In the event this person is the suspected perpetrator, the Director of Curriculum & Instruction, Amy Kappel shall receive the report. When the Director of Curriculum & Instruction, Amy Kappel takes action on the report, the person who initiated the report must be notified. The

public charter school will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the public charter school as a result of the report.

The public charter school shall make available each school year the training described below to volunteers and parents of students attending the public charter school.

1. Prevention and identification of sexual conduct;
2. Obligations of public charter school employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

Student with Disability Complaint

A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the public charter school's services, activities, or programs to a student, should be directed to an administrator.

Students with Sexual Harassment Complaints

[Policy GBN/JBA Sexual Harassment](#)

Student Education Records

The information contained below shall serve as the public charter 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 officials responsible for education records.

"Education records" are those records directly related to a student and maintained by the public charter 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 and eligible student notice and consent, will comply with all state and federal laws.

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

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/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, IEPs, etc.

Providing a student's social security number is voluntary and will be included as part of the student's permanent record only if provided by the eligible student or parent. The public charter school will notify the eligible student or parent 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.

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 Educational 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 public charter school is provided evidence that there is a court order or parental plan, 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) may inspect and review education records during regular public charter school hours.

Searches

Public charter school officials may search the student, their personal property, and property assigned by the public charter school for the student's use on public charter school property or when the student is under the jurisdiction of the school 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 public charter school.

Public charter school 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.

Public charter school-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected. 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 public charter school. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation, school rule, the Student Code of Conduct, or the Student/Parent Handbook may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate

Questioning of Students

If a law enforcement official is allowed to question or meet with students during the school day or during periods of extracurricular activities, the administrator or designee will be present, when possible. An effort will be made to notify the parent of the situation unless prohibited by law.

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 RPA personnel from the investigation and may prohibit personnel from contacting parents.

Footnotes

[1] Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

[2] U.S. Armed Forces include the Army, Navy, Air Force, Marine Corps and Coast Guard of the United States; reserve components of the Army, Navy, Air Force, Marines Corps and Coast Guard of the United States; and the National Guard of the United States and the Oregon National Guard.

[3] The district is prohibited from retaliating against any student “for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation.” ORS 659.852.

[4] If the public charter school chooses to follow the requirements contained within ORS 339.250 related to school discipline.

[5] A student may be denied participation in graduation exercises for conduct that violates board policy, administrative regulation and/or code of conduct provisions.

[6] HB 2052 (2021) requires that public charter schools allow students to wear Native American items of cultural significance to graduation and other school events. Districts can choose to allow students to wear items of significance to other cultures.} “Native American items of cultural significance” means items or objects that are traditionally associated with Native American or that have religious or cultural significance to a Native American.

[7] The public charter schools may prohibit an item or object that: a) is likely to cause a substantial disruption of, or material interference with the graduation ceremony, or b) replaces a cap or gown customarily worn at a graduation ceremony.

[8] For schools that serve students grade 5 and above.

[9] Under proper notice given to the public charter school by a student or student’s parent or guardian.

[10] The public charter school is not required to provide or administer this medication.

[11] The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under Senate Bill 398 (2021)

[12] “School property” means any property under the control of the public charter school.

[13] An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

[14] “Contractor” means a person providing services to the public charter school under a contract in a manner that requires the person to have direct, unsupervised contact with students.

[15] “Agent” means a person acting as an agent for the public charter school in a manner that requires the person to have direct, unsupervised contact with students.

[16] “Volunteer” means a person acting as a volunteer for the public charter school in a manner that requires the person to have direct, unsupervised contact with students.

[17] ORS 339.372 requires the public charter school to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, in the event the designated administrator is the alleged perpetrator, who are designated to receive reports of sexual conduct for a school building in the respective school building. A licensed administrator is a person employed as an administrator by the school and holds an administrative license issued by TSPC or may be a person that does not hold an administrative license issued by TSPC if the school does not require the administrator to be licensed by TSPC (ORS 339.370 as amended by Senate Bill 51, 2021). An administrator not requiring licensing by the school will be registered as an administrator with TSPC (ORS 338.125(7)(a)).}

[18] Common complaint procedures that may also be involved include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), [Hazing,]Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy JHFF/GBNAA)}