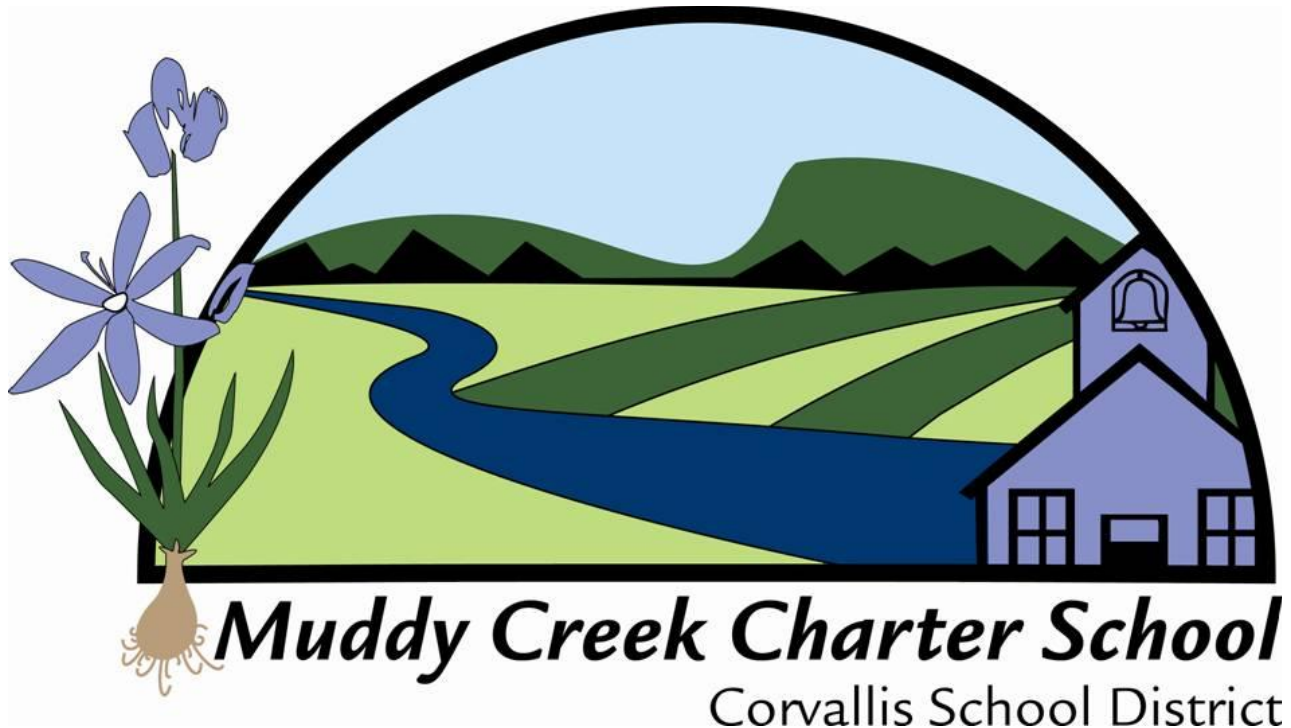


# Muddy Creek Charter School

## Parent/Student Handbook

### 2018/2019



**30252 Bellfountain Road**  
**Corvallis, OR 97333**  
**Phone: (541) 752-0377**  
**Fax: (541) 752-9481**

**[www.muddycreekcharterschool.org](http://www.muddycreekcharterschool.org)**

“The material covered within this student handbook is intended as a method of communicating to students and parents regarding general Muddy Creek Charter School information, rules, and procedures, and is not intended to either enlarge or diminish any Board policy or administrative regulation. Material contained may be superseded by Board Policy or administrative regulation.

Any information contained in this student/parent handbook is subject to unilateral revision or elimination from time to time without notice. Copies of the Student/Parent Handbook are available at the school office or on the school’s web site at: [www.muddycreekcharterschool.org](http://www.muddycreekcharterschool.org).”



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As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student to whom rights have been transferred, or a foster parent as defined in OAR 581-015-2000. 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, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056.

***MCCS History:***

Muddy Creek Charter School (MCCS) opened its doors in September of 2008. As stated in the charter agreement, the mission of the school is to provide an excellent and innovative public educational program for children in grades K-5 in the Corvallis School District.

In its first year, the school built a strong foundation in place- and project-based learning, which includes service learning and fosters cross-grade relationships and daily physical activity in the form of P.E. or outdoor activity. Also in its first year, the school performed well academically and matched or exceeded district average in state testing performance (OAKS). Enrollment has increased each year and academic performance, as measured by testing, has remained high. The program expanded literacy support, the scope of projects and the integration of arts. Enrollment is at the established cap of 110 students. The school continues to operate within its fiscal constraints.

***MCCS Vision Statement:***

Muddy Creek Charter School is a rural public school dedicated to the integration of an outstanding academic program with its community – the land and its people. We offer a joyful and creative educational experience where engaged students practice the skills they will need to be effective citizens and stewards in the future. Muddy Creek Charter School will serve as a model for preserving schools in rural communities.

***MCCS Mission Statement:***

Muddy Creek Charter School was founded to provide an outstanding K-5 public educational program for children who reside in and around the Muddy Creek Watershed. In multi-age classrooms, the school will deliver a place-based, project-based, integrated arts and science curriculum grounded in its rural agricultural setting and commitment to community service. Diverse learning styles will be fostered. MCCS will be supported in its efforts by forging and maintaining partnerships with local landowners and agencies, OSU researchers and the community at large. Our success will be our children. The students of MCCS will not only meet or surpass the state benchmarks but will also have a deeper understanding of their place in the world as demonstrated by portfolios of high quality projects, and they will be well prepared to transition into other schools for their continued education.

**Equal Education Opportunity Statement**

Muddy Creek Charter School is a charter school serving the rural communities south of Corvallis and is operated by Inavale Community Partners, Inc. It is a public school within the Corvallis School District and as such Muddy Creek Charter School values the diversity and worth of all individuals and groups and is an equal opportunity educators and employers. It is the policy of the district and MCCS that there will be no discrimination or harassment of individuals or groups on the grounds of age, citizenship, color, disability, national origin, parental or marital status, race, religion, sex, or sexual orientation in any educational programs, activities, or employment.

Verbal or physical harassment of a student based upon the above characteristics interferes with the victim's ability to benefit from the educational program. Such harassment will not be tolerated. All incidents should be reported directly to the principal who will investigate and assign consequences. Parents of all involved students will be notified and if appropriate, a report will be filed with the district Equal Educational Opportunity officer.

District Title IX Contact—Bryan Traylor, Executive Director 541 752-0377

District 504 Contact—Bryan Traylor, Executive Director 541 752-0377

The address of the above contacts is 30252 Bellfountain Rd, Corvallis, OR 97333

## Laws Protecting Our Students

1. Child Internet Protection Act (CIPA)—The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

CIPA: <http://fcc.gov/cgb/consumerfacts/cipa.html>

2. Children's Online Privacy Protection Act (COPPA)—COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

COPPA: <http://www.ftc.gov/privacy/coppafaqs.shtm>

3. Family Educational Rights and Privacy Act (FERPA)—FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (e.g., name, phone, address, grade level) but parents may request that the school not disclose this information.

- a. The school will not publish confidential education records (e.g., grades, student ID #) for public viewing on the Internet.
- b. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- c. Parents may request that photos, names, and general directory information about their children not be published.
- d. Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

FERPA: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

# MUDDY CREEK CHARTER SCHOOL STAFF

## Administrative Staff

**Bryan Traylor** - Executive Director  
[dan.hays@muddycreekcharterschool.org](mailto:dan.hays@muddycreekcharterschool.org)

**Barb Holt** - Head Teacher  
[barb.holt@muddycreekcharterschool.org](mailto:barb.holt@muddycreekcharterschool.org)

**Lezli Weeden - Behavior Specialist**  
[lezli.weeden@muddycreekcharterschool.org](mailto:lezli.weeden@muddycreekcharterschool.org)

**Leann Eagles-Smith** - Bookkeeper  
[leann.eagles.smith@muddycreekcharterschool.org](mailto:leann.eagles.smith@muddycreekcharterschool.org)

**Jennine Livengood** - Administrative Assistant  
[office@muddycreekcharterschool.org](mailto:office@muddycreekcharterschool.org)

## Teaching Staff

**Michelle Reichelderfer** - Teacher  
(Kindergarten)  
[michelle.reichelderfer@muddycreekcharterschool.org](mailto:michelle.reichelderfer@muddycreekcharterschool.org)

**Emily Beard** - Teacher (1<sup>st</sup> & 2<sup>nd</sup> grade)  
[emily.beard@muddycreekcharterschool.org](mailto:emily.beard@muddycreekcharterschool.org)

**Cathy Neff** - Teacher (2<sup>nd</sup> & 3<sup>rd</sup> grade)  
[kim.phillips@muddycreekcharterschool.org](mailto:kim.phillips@muddycreekcharterschool.org)

**Chris O'Connell** - Teacher (3<sup>rd</sup> & 4<sup>th</sup> grade)  
[chris.oconnell@muddycreekcharterschool.org](mailto:chris.oconnell@muddycreekcharterschool.org)

**Tom Day** - Teacher (4<sup>th</sup> & 5<sup>th</sup> grade)  
[tom.day@muddycreekcharterschool.org](mailto:tom.day@muddycreekcharterschool.org)

**Elizabeth Watkins** - Arts Integration Specialist  
[elizabeth.watkins@muddycreekcharterschool.org](mailto:elizabeth.watkins@muddycreekcharterschool.org)

**Kerstin Frueh** – Music Instruction  
[music@muddycreekcharterschool.org](mailto:music@muddycreekcharterschool.org)

## Support Staff

**Kelly Bell** – Librarian  
[library@muddycreekcharterschool.org](mailto:library@muddycreekcharterschool.org)

**Ellen Deehan** - Assistant (Mr. O'Connell's Class)  
[ellen.deehan@muddycreekcharterschool.org](mailto:ellen.deehan@muddycreekcharterschool.org)

**Tammy Altishin** - Assistant (Mr. Day's Class)  
[tammy.altishin@muddycreekcharterschool.org](mailto:tammy.altishin@muddycreekcharterschool.org)

**Melanie Kelley** – Testing Coordinator/Playground Supervisor  
[melanie.kelley@muddycreekcharterschool.org](mailto:melanie.kelley@muddycreekcharterschool.org)

**Angelika Vanden Bos** – Assistant (Mrs. Beard's Class)  
[angelika.vandenbos@muddycreekcharterschool.org](mailto:angelika.vandenbos@muddycreekcharterschool.org)

**Rena De Mello** – Assistant (Mrs. Neff's Class)  
[rena.demello@muddycreekcharterschool.org](mailto:rena.demello@muddycreekcharterschool.org)

## **MUDDY CREEK CHARTER SCHOOL BOARD**

Inavale Community Partners (ICP) is Muddy Creek Charter School's Governing Board. ICP is a community-based non-profit organization founded in 2006 and is the main entity accountable for governance, fiscal oversight, and strategic planning of Muddy Creek Charter School. ICP Membership is free and open to all. ICP is always looking for members to serve as officers of the corporation and people to serve on steering committees as it takes on new projects. Parents and community members are encouraged to attend board meetings and become acquainted with the functions of this body.

### **BOARD MEMBERS:**

James Anderson, President

Erik Swartzendruber, Vice President

Erin McMullin, Secretary

Dave Buchanan

Karen Steele

Contact the Board at [board@muddycreekcharterschool.org](mailto:board@muddycreekcharterschool.org)

### **2018/19 BOARD MEETING SCHEDULE**

Regular meetings are usually held at 7 pm on the second Thursday of each month at MCCS - changes in time or place will be announced in our newsletter and on the MCCS website.

Our meetings and agenda are posted on our website at

<http://muddycreekcharterschool.org/about-us/icp/board-agendas>



# MCCS 2018/19 School Year Calendar



August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sep 3	Labor Day
Sep 4	Open House, 11 am - noon
Sep 5	First Day of School for Students
Sep 19	Curriculum Night, 6-7 pm
Sep 25	Picture Day
Sep 28	Mountain Day
Oct 5	2 Hour Early Release
Oct 9	Picture Retake Day
Oct 31-Nov 2	No School (Grading/Conferences)
Nov 12	No School - Observe Veterans Day
Nov 15	Hearing Screening (KG, 1st & 3rd Gr.)
Nov 21-23	No School - Thanksgiving Holiday
Dec 7	2 Hour Early Release
Dec 13	Hearing Re-screen
Dec 14	Craft Day
Dec 20	Winter Read-in
Dec 21	No School (Possible Make-up Day)
Dec 24-Jan 4	No School (Winter Break)
Jan 21	No School (MLK, Jr. Day)
Jan 31	No School (Possible Make-up Day)
Feb 1	No School (End of Semester)
Feb 18	No School (President's Day, Possible Make-up Day)
Mar 1	2 Hour Early Release
Mar 13-15	No School/Conferences (Possible Make-up Day)
Mar 22	Egg Drop
Mar 25-29	No School (Spring Break)
Apr 19	2 Hour Early Release
May 2	4-H Wildlife Stewards Summit
May 27	No School (Memorial Day)
Jun 14	Last Day of School
Jun 17-21	Possible Make-up Days

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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CSD 509j website	<a href="http://www.csd509j.net">www.csd509j.net</a>	ICP Board Meetings	2nd Thursday, 7pm
First Student Bus	541-752-0174	All School Meeting	Wednesday, 8:35 am
Emergency Alerts	541-757-4555	Running Club	Thursday, lunch recess
FlashAlert	<a href="http://www.flashalert.net">www.flashalert.net</a>	Bookmobile	2nd & 4th Fridays, 2-3:15

-  School Closed
-  Early Release
-  Parent Teacher Conferences
-  First & Last Day of School

## **ADMISSION**

MCCS will admit children by lottery as specified in MCCS' Board Approved Policies and Procedures, [Policy ST00001f](#).

A child must be five years old on or before September 1<sup>st</sup> in order to attend kindergarten.

A child must be six years old on or before September 1<sup>st</sup> in order to attend first grade.

Oregon law requires new entering students & children to have at least one dose of each required vaccine or a fully documented valid exemption.

Transfer students (those who attended another K-12 school in the U.S. last academic year) have a 30 day grace period to provide immunization records, but only if you expect that the previous school will send an immunization record.

Homeless students also have a 30-day grace period to provide immunization records.

## **CLASS AND GRADE ASSIGNMENT**

The Executive Director and the teachers, with input from parents, will assign pupils to classrooms in order to provide the best program for the student and to maintain balance of programs in the school. Final placement decisions are made by the Executive Director.

## **ATTENDANCE**

### **ABSENCES**

Due to the project-based, place-based philosophy of MCCS, regular attendance and participation are critical for consistent content exposure and reliable assessment. Furthermore, consistent and punctual attendance models important life skills, including responsibility, motivation, time management and work-ethic.

If your child must be absent, please **notify the school office (541-752-0377) of the absence and reason for absence by 9:00 AM** each day. We will call home if the child's absence has not been explained. If a communicable disease caused an absence, a release from the attending physician may be required upon return to school.

Examples of excused absences or tardiness include: illness or health-related issues, bereavement, religious instruction, family emergencies, medical/dental appointments, or events that have been pre-approved by the Executive Director or designated staff.

Examples of unexcused absences or tardiness include: sleeping in, refusal to attend school or participate in classroom activities, babysitting, non-emergency in family and excessive illness as determined by the Executive Director. At times, the administrator will not excuse absences even if the parent has called or sent a note explaining the absence. This occurs when the number of absences or tardies is excessive (such as more than 8 unexcused one-half day absences within a four week period).

### **TARDY POLICY**

Tardiness is disruptive to classroom activities and can be disorienting to the student who is entering class late. Morning classroom routines are important for orienting students in the individual and collective learning process. If a student is habitually tardy, he or she is missing critical academic instructional time. Students should arrive at school on or before the start of the school day, ready to learn.

Students who arrive after 8:30 are tardy and must stop by the office and receive a tardy slip before entering the classroom. This tardy will be noted on their permanent record.

### **EXCESSIVE ABSENCES/TARDINESS**

If a student has more than 8 unexcused one-half day absences or 4 tardies in a 4 week period, a letter will be sent home and a meeting may be requested. If the problem persists, parents will be asked to attend a meeting to address the issue.

Absences greater than 10 consecutive school days will result in automatic disenrollment from the school, per state law. The administrator may reserve the vacated position for 6 school days after disenrollment.

For more information, please refer to MCCS' Board Approved Policies and Procedures, [Policy ST00016b](#).

### **ARRIVAL AND DEPARTURE**

Students are supervised by staff only on school days during school hours from 8:00 am – 3:00 pm. Students should not arrive at classrooms prior to 8:15 a.m. **Children who arrive on campus before 8:15 a.m. must report to the Before School Care Program in the Library or be supervised by an adult.** The school does not provide adult supervision outside of the Before School Care Program. The school is not responsible for supervision of or injuries to students on school grounds before 8:15 a.m. who have not reported to the Before School Care Program.

**Students arriving after 8:30 a.m. are tardy and must be checked in at the office before reporting to their classroom.**

Students are not permitted to leave school grounds between arrival and dismissal times without permission from parents and an adult escort. **Students leaving school before regular dismissal MUST be picked up in the office and signed out by a parent.** If someone other than a parent/guardian or designated emergency contact person is picking up a child, the school requires WRITTEN permission from the parent or legal guardian.

Every student should have an **authorized pick-up list** on file in the office. Your child will not be allowed to leave the school with anyone that is not on this list. We will require a written note in the office for any change to your child's normal after school routine. We realize that occasionally plans change during the day; in this case, call the office at 541-752-0377 **by 10:30** so that we can send a message to your child. We will not allow children to change their after-school plans without written or verbal permission from the parent. Children will only be allowed to initiate changes in their after-school routines at the discretion of their teachers.

Students should go directly home upon dismissal. The school is not responsible for supervision of or injuries to students on school grounds after 3:10 p.m.

### **School Pick-up**

If children are picked up by car after school instead of riding the bus, drivers may pick up waiting children in the designated pick-up area. Otherwise, drivers must park in designated parking spots. Please do not to block the flow of traffic and please do not leave your car unattended in the driving lanes.

Parents are required to pick their children up from school on time at the end of the school day. If a student is regularly picked up beyond 10 minutes after the end of the school day, a letter will be sent home reminding parents of the importance of picking their child(ren) up on time after school. **Again, all children should be picked up by 3:10 p.m.**

### **Bus Stop Pick-up**

If a child rides the bus, their parent is required to be on time and present for pick-up at the designated stop. Children whose parents are not present at pick-up will be kept on the bus and returned to school, per First Student policy.

## **HEALTH AND WELL BEING**

### **FOOD AND ENVIRONMENTAL ALLERGIES**

Some students are extremely sensitive (or have life threatening allergies) to nuts and products containing nuts or nut oils. Classrooms with students who have nut allergies will be “nut free” classrooms and all families will be informed of this situation. Please, talk to your child about not sharing food at school and washing their hands before and after eating.

If your child has severe food allergies, that might require an immediate response, please complete the Food Allergy Action. The Food Allergy Action Plan requires a doctor’s signature. If your child has other environmental allergies requiring immediate response, please provide documentation from your doctor indicating the action steps necessary.

### **HEARING SCREENING**

ORS 581-022-0705 requires that all children in grades kindergarten, first and second be screened for potential hearing loss. To comply with this law, the district nurse and a licensed audiologist will provide hearing screening for all children in kindergarten through second grade. This process consists of an initial screening for all children in those grades and follow-up screenings for children who fail the initial screenings.

MCCS will provide parents of children who fail either the initial or follow up screenings with information about obtaining a further evaluation. Permission will be obtained prior to any evaluation occurring beyond the initial and follow up. Hearing screenings dates are set one year in advance and therefore it is important that parents who do not wish to have their child screened contact the office within the first two weeks of the new school year. If you have questions about this service, please contact Jennine Livengood at 541-752-0377 or [office@muddycreekcharterschool.org](mailto:office@muddycreekcharterschool.org)

### **VISION SCREENING**

The passage of Oregon HB 3000, children 7 years of age or younger starting at a public school are required to have a vision screening. Parents must provide proof of screening within 120 days of starting school. More information may be found here:

<http://www.oregonoptometry.org/wp-content/uploads/OOPA-HB-3000-Message-FINAL-Google-Docs.pdf>

### **ILLNESS OR INJURY**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. If your phone numbers or emergency contacts change during the school year, please notify the school of the new numbers immediately.

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. In case of an emergency when parents cannot be contacted, the Executive Director will take whatever action is deemed reasonable and necessary. 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.

**DO NOT SEND AN ILL CHILD TO SCHOOL.** If your child is ill or his/her fever is higher than 103 degrees, contact your health care provider for advice. If you need help in finding a healthcare provider, you may contact your local health department, 541-766-6835.

Children with measles, chicken pox/shingles, fifth disease, rubella or hepatitis may cause dangerous illness in others, so please call the office if your child has any of these diagnoses.

For more information on health guidelines, visit ODE's informative website:

<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/commdisease.pdf>

<b>Student's Symptoms/Diagnosed Illness:</b>	<b>Student May Return to School When:</b>
Fever greater than 100 degrees (orally)	Temperature below 100 degrees (orally) for a minimum of 24 hours without the use of Tylenol or other fever-reducing medicine.
Rash or rash with fever – new or sudden onset.	Rash disappears and/or written or phone consent from doctor to school allowing student to return to school with rash.
Vomiting	Symptom free for 24 hours – no vomiting for 24 hours.
Yellow or brown drainage from eyes or nose, or unusual drainage from other parts of the body, such as a draining sore or skin lesion.	Discharge must be gone or the student must have a written or phone consent from the doctor to the school. Sore must be covered.
Diarrhea: 3 loose or watery stools in one day.	Symptom free for 24 hours – no diarrhea for 24 hours.
Cough: Deep, barking, congested, or productive cough of colored mucous.	Symptom free or student must have been on antibiotics for 24 hours and have a written or phone consent from doctor to school. Antibiotics are not effective for viral illnesses.
White, clay-colored, or bloody stool.	Written or phone consent from doctor to school.
Yellow color of skin and/or eyes.	Written or phone consent from doctor to school.
Brown or bloody urine.	Written or phone consent from doctor to school.
Stiff neck or headache with fever.	Symptom free or written or phone consent from doctor to school.
Unusually sleepy, lethargic or grumpy.	Symptom free or written or phone consent from doctor to school.
Strep throat diagnosed by health care provider.	Must have been on antibiotics for 24 hours and have written or phone consent from doctor to school.
After an illness of two or more weeks, surgery, or other change in health status.	Written instructions from doctor or parent regarding medication or special health needs must be provided to the school.

## IMMUNIZATIONS

A student must be fully immunized against certain diseases according to state law. For vaccine exemptions, a parent must provide either a medical exemption signed by a health care provider or a vaccine education certificate for a non-medical exemption to the school.

Any student not in compliance with Oregon Statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements.

## **MEDICATION**

### **School Administered Medication**

Requests for the school to administer medication shall be made by the parent in writing. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, method of administration, dosage, frequency of administration, and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

Written instructions of the parent which include the information above are required for all requests to administer non-prescription medication. All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the school.

### **Self-Medication**

Self-medication of prescription and nonprescription medication for K-12 is allowed subject to the following:

- When directed by a physician or other licensed health care professional and building administrator, students in grades K-12 will be allowed to self administer prescription medication. A medical protocol regarding each student who self administers prescription medication will be developed, signed by a physician or other licensed health care professional and parent, and kept on file. Permission for self-administered prescription medication may be revoked at any time if the student violates policy or medical protocol. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.
- A parent permission form must be submitted for self medication of all prescription and nonprescription medications. In the case of prescription medications, permission from the physician or other licensed health care professional also is required. Such permission may be indicated on the prescription label. A written treatment plan from a licensed health care professional for the managing of student's asthma, severe allergy, and diabetes will be required for use of medication by the student during school hours. Permission from the Executive Director is required for all self-medication requests.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to non-prescription medication. Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosages, the student may carry one package. Sharing or borrowing medication 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.

## **STUDENT DRESS AND GROOMING**

Student dress and grooming are the responsibilities of the individual and parents under the following guidelines:

1. Dress and grooming shall be in keeping with health, sanitary, and safety practices.
2. When a student is participating in special activities, dress and grooming should not disrupt the performance or constitute a health or safety threat to the individual or other students.



3. Dress and grooming should not disrupt or impede the teaching/learning process. For example, all students must wear gym shoes to participate in PE class. Flip flops are unsafe footwear and children are not allowed to wear them to school.
4. Students should dress appropriately for the day's weather in order to participate in recess, which will be outside even when it rains.

## **EMERGENCY PROCEDURES**

### **EMERGENCY DRILLS**

Fire drills will be held once each school month for students to practice leaving the building in the shortest possible time and without confusion or panic. Earthquake evacuation drills will be held twice each school year in the fall and spring. A lockdown drill will be held once a year. We will practice going to our buddy site Anne Schuster's once each year. Her home is about 100 yards north of the school. There is room there for refuge from weather.

### **CLOSURE DURING SCHOOL HOURS**

- A. Students who are normally picked up will be kept at school until parents have been contacted and come for them or give permission for them to ride with someone else.
- B. Students who ride the bus may have special instructions (see below) depending on the situation.
  1. Bus ordered not to make run: Students will stay at school until other arrangements are made through the school office.
  2. Bus can complete run, but students cannot get home: If the driver doubts the safety of walking the route, the driver is authorized to return students to the home school.
  3. Bus stopped from continuing: Students stay on the bus:
    - a. except those who can continue safely home on foot.
    - b. unless it is necessary to seek other shelter for safety under the driver's supervision.
    - c. until other resources arrive.
    - d. unless released by driver to parents.

### **CLOSURE BEFORE STUDENTS LEAVE FOR SCHOOL**

The Corvallis School District will announce school closures over local radio stations prior to the start of bus runs in the morning. Parents should listen to local radio stations (KLOO 1340/106.3 or KEJO 1240) when severe weather conditions exist on school days. You may also check the internet for information at [www.csd509j.net/emergency\\_info](http://www.csd509j.net/emergency_info) or [www.valleyinfo.net](http://www.valleyinfo.net). You may also call the District's Emergency Weather Number 541-757-4555.

If MCCS must cancel school due to high water, the classroom telephone trees will be activated.

### **EVACUATION**

If it is determined to be unsafe for students and staff to remain in the school, they will evacuate the building and walk to Anne Schuster's home across Bellfountain from the school. School staff will make every attempt to alert all parents of the evacuation. Parents will pick up students from the buddy site unless school is deemed safe for them to return.

## **GENERAL INFORMATION**

### **ASBESTOS**

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

substance. The management plan is available for public inspection in the district office. The manager may be reached at 541-757-5877 for additional information.

## **BUS**

In the morning, the First Student bus travels from the Boys and Girls Club, to “Adams”/Westland, to Lily Park, and then to Muddy Creek.

The Dial-A-Bus runs from the Philomath Library to Muddy Creek.

In the afternoon, the First Student bus route stops at Standish, Lincoln, STARS at Adams, “Adams”/Westland, then Boys and Girls Club.

The Dial-A-Bus travels to the Philomath Library.

The bus schedule is posted on the MCCS website at:

<http://muddycreekcharterschool.org/parents-students/bus-information>

First Student Bus Company can be reached at 541-752-0174.

Dial-A-Bus can be reached at 541-752-2615

A student being transported on district-provided transportation is required to comply with the student conduct rules. Any student who fails to comply with the students conduct rules may be denied transportation services and shall be subject to disciplinary action.

### **Transportation Rules**

The following rules shall apply to student conduct on district transportation. While riding a school bus, students will:

- Obey the driver at all times;
- Not throw objects;
- Not have in their possession any weapon as defined by 509j Board policy JFCJ—Weapons in the Schools;
- Not fight, wrestle or scuffle;
- Not stand up and/or move from seats while the bus is in motion;
- Not extend hands, head, feet or objects from windows or doors;
- Not possess matches or other incendiaries and concussion devices;
- Use emergency exits only as directed by the driver;
- Not damage school property or the personal property of others;
- Not threaten or physically harm the driver or other riders;
- Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
- Not make disrespectful or obscene statements;
- Not possess and/or use tobacco, alcohol or illegal drugs;
- Not eat or chew gum;
- Not carry glass containers or other glass objects;
- Not take onto the bus any objects which might pose safety risks or barriers to safe entry and exit from the bus;
- Accept assigned seats;
- Stay away from the bus when it is moving;
- Be at the bus stop five minutes before the scheduled pick up time;

Answer to teachers and chaperones who are responsible for maintaining order on trips.



## COMPUTER NETWORK & INTERNET USE

The MCCS School Board has adopted the 509J Board Internet Policy, which defines both the purpose of providing Internet access at our school and the responsibilities that fall upon the various staff members as a result of providing that access to both students and staff.

Parents who **DO NOT** want their child to have access to the internet should fill out a form to prohibit use. These forms are available at the office.

Corvallis District staff have developed a short document titled *Student Network Use Handbook*, which defines the educational purposes of using the district's computer network, including e-mail and Internet. The handbook is included in the appendix VI of the District Student/Parent Handbook (<http://www.csd509j.net/Portals/1/Publications%20and%20Reports/S-P%20Handbooks/SP%20Handbook%202014-15--Final.pdf>). It also defines student rights as well as unacceptable uses of the district network. It makes clear that students may expect very limited privacy related to their personal files on the network and to the records of their on-line activity. Students who misuse the network are subject to a range of disciplinary actions as well as legal actions, depending upon the nature of the misuse.

### MCCS's Internet/Computer User Agreement

1. I will use appropriate language at all times.
2. I will not deliberately access inappropriate materials or show others how to access them.
3. I will protect my password (if I have one) by not letting others use it.
4. I will not enter any personal information onto the Internet (such as name, address, phone number, school or age).
5. I will not subscribe to, order, or transfer any materials off the Internet.
6. I will not download any files from the Internet onto school computers.
7. I will respect and uphold copyright laws.
8. I will use the computers and the internet in an efficient, responsible and appropriate way with a clear purpose or goal.

## CURRICULUM

Elementary school curriculum is designed to be age appropriate and individually appropriate in order to ensure success throughout a student's schooling. In addition, students are provided opportunities in Physical Education Music, and Art by specialists trained or experienced in those fields.

Students with special needs are served through highly trained specialists and support staff from Corvallis 509j and MCCS.

A parent may excuse their child from the human reproduction unit in the health curriculum. Parents will be notified in advance of when the health unit on human reproduction will be taught.

## DAILY SCHEDULE

8:00 a.m.	Before School Care Program
8:15 a.m.	Classroom doors open (students begin arriving)
8:30 a.m.	Classes begin
10 – 10:15 a.m.	Morning Break
11:30 - 12:20 p.m.	Lunch & Recess
3:00 p.m.	Dismissal

## **DISTRIBUTION OF MATERIAL**

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and Executive Director. Students may be required to submit such publications to the administration for approval.

### Nonschool-Sponsored Media

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

## **INTEGRATED PEST MANAGEMENT**

To ensure the health and safety concerns of students, staff, and community members, the district shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff, and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

The IPM together with a list of potential pesticide products that could be used in the event other pest management measures are ineffective is available for public inspection in all school offices and at the district office.

The IPM Plan Coordinator (of a designee of the Coordinator) will give written notices of a proposed pesticide application (via the method most likely to reach the intended recipients) at least 24 hours before the application occurs.

If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps. If a pest emergency makes it impracticable to give a pesticide application notice no later than 24 hours before the pesticide application occurs, the IPM Plan Coordinator shall send the notice no later than 24 hours after the application occurs.

## **LOST AND FOUND ITEMS**

Unclaimed coats, backpacks, lunch boxes, etc. are placed in the hallway near the library. Small items such as jewelry, headbands and keys are kept in the office. Twice a year, we send many unclaimed items to a local charity. **Please label your child's belongings, especially coats, backpacks and lunch boxes.**

## **MILK**

Students are allowed one free carton of milk each day at lunch.

## **SCHOOL PICTURES**

As a service to parents, the schools provide an opportunity for students to have their pictures taken by a professional photographer. Notices and instructions will be sent home. The SCHOOL IS NOT THE AGENT in this endeavor and the service is strictly optional. Any questions or problems should be directed to the company

## **SCHOOL/COMMUNITY RIGHTS AND RESPONSIBILITIES**

### **BULLYING/HARASSMENT**

MCCS is committed to providing a safe, positive learning environment. Hazing, harassment, intimidation, menacing, bullying, or acts of cyber bullying by students is strictly prohibited and will not be tolerated. All

incidents should be reported directly to the Executive Director who will investigate and assign consequences. Parents of all involved students will be notified.

### **CELL PHONES/ELECTRONIC DEVICES (PERSONAL)**

Students are encouraged not to bring these devices to school. If the student and parents find it necessary for a child to have the device with them (for after-school destinations), the devices must be turned off and placed in their backpacks while on the school campus. Violations may result in confiscation of the device and a parent may be required to retrieve the device. MCCS is not responsible for the loss, theft, or damage to personal electronic devices brought on school property or school-sponsored events.

Exceptions to this policy may include advanced authorization by the Executive Director for health or safety reasons, in the event of an emergency of imminent physical danger, or as necessary and provided for as part of a student's IEP.

### **CHILD CUSTODY**

It is most important that we be made aware of and have copies on file at school of any legal papers that deal with unique circumstances concerning your child. Simply noting on the authorized pick up list a statement such as, "Do not release my child to..." is not enough. We must have a copy of legal documents concerning custody on file. Please be advised that the natural mother or father may sign out their child from school at any time unless a court order is on file indicating otherwise. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the administrator or designee.

### **DAMAGE TO SCHOOL PROPERTY**

A student who is found to have damaged school property will be held responsible for the reasonable cost of repairing or replacing the property. If the cost is \$50 or more, the school will notify the student and parent. If the amount due is not paid within ten calendar days of receipt of the school's notice, the amount will become a debt owed. In accordance with the law, certain restrictions and/or penalties may be imposed.

### **DELIVERING ITEMS DURING THE SCHOOL DAY**

Items that your child needs for instruction during the school day may be brought to the school office and office staff will deliver the items when your child's class has a break in instruction time.

Items brought to school such as gifts, flowers, or cards will not be given to a student until the end of the school day as these can be very disruptive in the classroom. Consider keeping these items at home to give to your child outside of the school setting.

### **FEES/SCHOOL SUPPLIES**

MCCS does not charge any fees to families for school supplies. All basic supplies are provided for all students at no cost. There may be requested fees for special events, but no student will be denied an education because of his/her inability to pay supplementary fees. No student, however, is exempt from charges for lost or damaged books, materials, supplies, or equipment.

### **HOMEWORK**

Each teacher has a homework policy that is communicated to the parents and students. Homework assignments are an extension of classroom activities and are meant to reinforce work, which has already been presented. If parents detect that their children are experiencing undue difficulty with homework, they should contact the classroom teacher.

## **LIBRARY AND LIBRARY MATERIALS**

The MCCS Library is a warm and inviting place that encourages students to read and learn. It is located in the main hallway of the school. Each week classes are free to use the library for 30 minutes of story/lesson and checkout time.

Books are checked out for two weeks. Students are held accountable for books checked out in their name. After 2 weeks the books go into OVERDUE status and the student can't check out any more books until the overdue book is returned or replaced. If a book is lost or damaged, are asked to donate a quality book in good condition to replace it.

Library volunteers are needed during the day to help shelve books and work on various projects.

## **MEDIA ACCESS**

The board recognizes the important role the media serves in reporting information about the school's programs, services, and activities. Therefore, the district will make every reasonable effort to provide media access to students. The Executive Director is authorized to grant permission and set parameters for media access to students at MCCS. All media representatives must check in at the school office when entering school grounds

The media may interview and photograph students involved in instructional programs and school activities. Information obtained by the media directly from students does not require parent approval before publication. Therefore, parents who do not want their student interviewed or photographed by the media must report this to the school. (The school registration form provides parents the opportunity to decline use of their child's name and/or picture.) They should also inform their child accordingly. For more information refer to the Corvallis School District Student/Parent Handbook.

## **MESSAGES FOR STUDENTS**

In order to minimize classroom interruptions, messages will only be communicated to your child during the school day in the event of an emergency. Communicate clearly your transportation arrangements for the day before your child arrives at school or in writing to your child's teacher.

## **PARENTAL INVOLVEMENT**

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

- a. Encourage their student to put a high priority on their education and to commit themselves to making the most of the education opportunities MCCS provides.
- b. Keep informed on school activities and issues. The school newsletter, back to school nights, ICP board and PTO meetings provide opportunities for learning more about MCCS.
- c. Become a volunteer.

## **PARENT VISITATION AND VOLUNTEERISM**

Parents are genuinely welcome to visit school. There are open houses, curriculum programs, and other "special" events for which you will receive invitations. Also, you are welcome to visit your child's classroom. Prior arrangements with the teacher should always be made. For protection of the children, all visitors must check in and out at the office.

Parents are welcome as volunteer workers. Many of our teachers utilize parents and grandparents, capitalizing on their interests and expertise in particular areas. If you would like to volunteer at school, you

are encouraged to contact your child's teacher or Executive Director to arrange for use of your services. All volunteers must register with the Muddy Creek and adhere to the procedures outlined in 509J Board Policy 9400. Volunteer background check need to be completed every other year. Forms are available in the MCCS office.

*Volunteers are expected to maintain confidentiality regarding achievement and behavior of any children they work with or around at school.*

### **PERSONAL ITEMS BROUGHT TO SCHOOL**

Personal property should only be brought to school if it is directly related to the instructional program, with approval from the classroom teacher. Please leave all toys at home. The school assumes no responsibility for personal items lost or damaged at school.

### **PROGRESS REPORTS & CONFERENCES**

Written student progress reports will be issued in early February and at the end of the school year. Fall conferences, held at the end of October, are intended to set goals for the students for the year. Spring conferences, held in March, are intended to be led by the students to show work samples that demonstrate progress towards goals. Either parent or teacher may initiate conferences throughout the year as the need arises.

### **STUDENT CONDUCT**

Students are responsible for conducting themselves properly, in accordance with the policies of the district, MCCS, and the lawful direction of the staff. MCCS has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. Please refer to the district Student/Parent handbook available at: <http://dnn.csd509j.net/en-us/districtinformation/publicationsreports.aspx>

### **STUDENT RESPONSIBILITIES AND BEHAVIOR EXPECTATIONS**

In order to have a safe and caring environment at MCCS, students and staff:

1. Make school SAFE for everyone.
2. RESPECT themselves, one another, and their environment.
3. Take RESPONSIBILITY for their actions.

Please refer to MCCS's Board Approved Policies and Procedures [Policy ST00011c](#), [Policy ST00035a](#), and [Procedure S00018b](#) for more information.

### **WEAPONS**

Weapons of any kind will not be tolerated at Muddy Creek. Under state and federal law, any student who has a weapon at school or at a school activity will be expelled for not less than a year. (A weapon is anything specifically designed for and capable of causing death or serious physical harm.) The Executive Director may modify the expulsion requirement on a case-by-case basis. Similarly, students may not have at school "look-alike weapons" (ones that resemble dangerous or deadly weapons or firearms).

Students who use or threaten to use any device (e.g., a belt, comb, pencil, file, compass, and scissors) to cause serious physical harm will be subject to disciplinary action.

### **DISCIPLINE-SUSPENSION-EXPULSION**

At times, special problems confront school staff in conducting school programs free from disruption and free from the kinds of distracting behavior which impede the learning of any student.

It is recognized that teachers and assistants must have wide prerogative for invoking disciplinary standards and procedures that assure a safe environment and a climate conducive to learning.

School staff may find it necessary to discipline a student or even to remove the student from the formal learning environment for a period of time. Careful attention will be given to procedures and methods whereby due process shall be assured each student. The goal of discipline is always to assist students in learning how to make appropriate choices.

Behavior Tracking forms and referrals are used as a means of communication between staff and parents as well as to provide data in making informed decisions. Behavior Tracking forms and referrals do NOT become part of a student's educational (permanent) record. If suspension or expulsion becomes necessary, records of these actions DO become part of a student's educational (permanent) record.

Please refer to MCCS's Board Approved Policies and Procedures, [Policy ST00011c](#) and [Policy ST00035a](#), for more information. These can be found on our website.

### **STUDENT EDUCATION RECORDS (NOTICE TO PARENTS)**

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

Education records are those records related to a student maintained by the district in a manner that conforms to state and federal laws and regulations. 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 except to other school officials, including teachers, within the district who have a legitimate educational interest. As used in this section, "legitimate educational interest" means a district official employed by the district as an building administrator, supervisor, instructor, or staff support member; a person serving on a school board; a person or company with whom the district has contracted to perform a special task; or a parent or student serving on a special committee such as a disciplinary or grievance committee, or assisting another school official in performing tasks who needs to review an educational record in order to fulfill his or her professional responsibility (definition from FERPA).

Education records are maintained in a minimum one-hour fire-safe place in the office by the building administrator. Permanent records shall include:

- Full legal name of student
- Name and address of educational agency or institution
- Student birth date and place of birth
- Name of parent/guardian
- Date of entry into school
- Name of school previously attended
- Course of study and marks received
- Data documenting a student's progress toward the achievement of state standards, and must include a student's Oregon State Assessment results
- Credits earned

- Attendance
- Date of withdrawal from school
- Other information as the district may prescribe, e.g., psychological test information, anecdotal records, records of conversations, discipline records, IEPS

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.

Parents of all students and adult students currently in attendance have the right to:

- Inspect and review the student's records
- Request amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the student educational record rules authorize disclosure without consent
- File with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act
- Obtain a copy of the district's education records policy

### **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any Education Service District (ESD) records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

### **Requests for Education Records**

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

### **Access/Release of Education Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), inspect and review education records during regular district hours.

### **Provision for Hearing to Challenge Content of Education Records**

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

- Parents shall make request for hearing in which the objections are specified in writing to the building administrator
- The building administrator shall establish a date and location for the hearing agreeable to both parties
- The hearings panel shall consist of the following:

- The building administrator or designated representative
- A member chosen by the eligible student or student's parent(s); and
- A disinterested, qualified third party appointed by the Superintendent
- The hearing shall be private—Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted

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

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

### **STUDENT INFORMATION**

Please keep the office informed of any changes in information on your child's registration card. Current home, work, or emergency telephone numbers are very important.

### **STUDENT/PARENT CONCERNS**

When a parent feels he/she has a school concern or problem, this concern or problem should be addressed directly with the classroom teacher. Parents are encouraged to schedule a meeting with the classroom teacher to state the problem clearly and identify possible solutions. If the situation is not resolved, the next step is to notify the Executive Director or Head Teacher. We would appreciate cooperation from all parents regarding this procedure.

For more information, please refer to MCCS' Board Approved Policies and Procedures [Policy PR00028c](#).

### **STUDENTS WITH HARASSMENT COMPLAINTS**

Harassment by staff and students on the basis of race, color, religion, sex, national origin, disability, marital status or age is strictly prohibited in the district and at MCCS. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips where students are under the control of the district or where the employee is engaged in district business.

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

- a. Submission to the conduct or communication is made either explicitly or implicitly a term or condition of a student's education or participation in district programs or activities or as a condition of employment for staff



- b. Submission to or rejection of the conduct or communication is used as the basis for decisions affecting a student or employment or assignment of staff
- c. The conduct or communication has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job
- d. The conduct or communication has the effect of creating an intimidating, offensive or hostile educational or working environment
- e. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits

### **Investigation and Hearing Process Concerning Harassment**

The Executive Director has the responsibility for investigations concerning harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any harassment complaint shall be presented in writing or orally to the Executive Director. If the complaint is submitted in writing, it should include the specific nature of the sexual harassment and corresponding dates.

Step 2 The Executive Director shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the complaint or reported incident with all concerned parties. The Executive Director shall notify the student and student's parents in writing when the investigation is concluded. The letter, together with any other documentation related to the harassment incident will be forwarded to the superintendent.

Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the ICP Board. Such appeal must be filed within ten working days after receipt of the Step 2 decision. The ICP Board will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The ICP Board shall provide a written decision to the complainant's appeal within ten working days.

Step 4 If the complainant is not satisfied with the ICP Board's decision, a written appeal with the district Superintendent or designee may be filed within five working days after receipt of the Step 3 decision. The Superintendent or designee shall conduct a hearing, at its next regular meeting following receipt of the complaint or at a mutually agreed time, at which time the complainant shall be given an opportunity to present the written appeal. The Superintendent or designee shall provide a written decision to the complainant following completion of the hearing.

Step 5 If a sexual harassment complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Direct appeals may be filed with an enforcement agency at any time. Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of harassment. Students or parents with complaints not covered by this student handbook should contact the Executive Director.

### **TELEPHONE**

We want to be of assistance to you and your child at all times. The telephone is reserved for school business and emergency use. Student use of the phone for anything other than class assignments or emergency purposes will be discouraged. Students are expected to make social arrangements prior to leaving home. Please clarify after school transportation plans with your while in the morning before school and send a note to the office informing us of the change.

## **TOBACCO-FREE ENVIRONMENT**

District policy states “the possession or use of tobacco, alcohol, dangerous drugs or drug paraphernalia in any form by staff, students, and others of any age on or about the school premises is prohibited.” The possession, use or sale of any of the above substances on or near school premises or at any school-related activity is prohibited and illegal.

Student violations of this policy will lead to additional educational programs as well as appropriate disciplinary actions up to and including suspension.

Parents shall be notified of all violations involving their student and action taken by the school. Violation of this policy by staff will lead to appropriate disciplinary action up to and may include dismissal. Parents, visitors, and volunteers will be asked to adhere to the policy while on school premises.

## **USE OF SCHOOL FACILITIES**

We encourage our community to use our school buildings and grounds provided there is no interference with our daily instructional programs and periodic evening events. Our school buildings and grounds will be made available for use by the following groups:

- a. School sponsored groups and activities for staff, students, and parents (i.e., Boy Scouts, employee associations, PTA, and Parent Clubs) may use the buildings without charge and at the discretion of the Administration.
- b. Non-organized student and parent groups may use the facilities but must be properly supervised by a responsible adult. The applicant signing the request is personally liable and responsible for the conduct of the group, the care of the building, and equipment. A fee may be charged for use of the building.
- c. Community groups may only use school facilities when such use does not conflict or interfere with regular school functions, based on the judgment of Administration.
- d. School facilities may be approved for political use and private use where admission is charged, but such uses cannot conflict with Board policies or state law.

Those wishing to use our buildings and grounds need to pick-up and complete a "Building Use Request" form at the school office.

## **VISITORS**

Parents and other patrons are encouraged to visit MCCS. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the area in which they are interested, all visitors must report to the office upon entering school property. The Executive Director will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the Executive Director.

## **VOLUNTEERS**

To ensure the safety and well-being of our students, we require volunteers to complete a Criminal Background Check every two years. Criminal Background Check forms are available in the office.

Volunteers agree to:

- check in and out of the office every time they come to school to volunteer.
- maintain confidentiality for all information seen or heard regarding students and staff.

## ACTIVITIES AND PROGRAMS

### FIELD TRIPS

Parents will be notified of every field trip prior to its occurrence. For each field trip, parent permission must be given for their child to participate. Field trips are well supervised and are an excellent opportunity for parent involvement. Participation by students in field trips will be contingent upon their ability to behave appropriately and meet classroom and school-wide behavior expectations.

Parents may not bring under school-age children. Under extenuating circumstances, the ED may grant permission

Rarely, parents may be asked to help provide transportation for trips within a 5-mile radius of the school. Bus transportation may be used on longer trips. All volunteer drivers must sign proper insurance and volunteer forms prior to the trip. The vehicle must contain an adequate number of seat restraints, including when applicable, a child safety system.

Please refer to MCCS's Board Approved Policies and Procedures, [Procedure S00009b](#), for more information.

### FUNDRAISING

The Inavale Community Partners School Board and the MCCS PTO always look for ways to raise funds to support Muddy Creek Charter School. If you have ideas or wish to help, please contact the school office.

### Movies

All feature films shown at MCCS will be rated G by the Motion Picture Association unless a waiver has been granted. This regulation is to be adhered to for the following reasons:

- a. Respect for families.
- b. The concern for valuable instructional time being used for the showing of movies.
- c. The need to focus on student achievement and primary academic areas and for character education issues related to the content of some movies.

Waivers may be granted for PG films according to the following procedures. The staff member making the request will:

- a. Preview the entire film.
- b. Fill out the PG waiver request form.
- c. Turn the form into the school principal for denial or approval.
- d. The principal may submit the form to the director of curriculum for the approval/disapproval decision if he/she chooses.

When a feature film rated PG has been approved, the staff member using the film must secure signed permission slips from the parents of the students involved in order for them to see the film. Parent permission slips should include the name of the class and the film, when the film will be shown, the film's rating, a brief explanation of why the film has that rating, a description of the film and an explanation of how the use of the film relates to the class or lesson objectives. Notification shall provide at least five days for parent response before the use of the film. The parent permission slip shall include a place for the parent to designate their permission.

No PG-13, R or NC-17 films will be shown.

## **PARTIES**

**Celebrations** relating to class work and/or behavior will be conducted at the discretion of the teacher.

### **BIRTHDAYS**

Teachers have individual traditions for recognizing children's birthdays. Due to the allergies and food sensitivities of many of our students, we discourage bringing food items to share with your child's class to celebrate birthdays. .

### **INVITATIONS**

If your child will be passing out party invitations at school, please be sure each child in the class receives an invitation. This will avoid the "hurt feelings" that can occur when children "see" that they are not invited.

## **ADDITIONAL EDUCATION PROGRAMS AND SERVICES**

### **BEHAVIOR SUPPORT**

Along with teachers and administrators, the school Behavior Specialist works to provide a comprehensive behavior management system at MCCA. Education of social skills and life skills are emphasized through classroom guidance lessons, and small group and individual counseling sessions. Consequences to inappropriate behavior are outlined in Board Approved Policies and Procedures, [Policy ST00011d](#)

### **CARE TEAM**

Students who are struggling with academics or who have behaviors that interfere with learning will be referred to a CARE Team, a group of specialists, teachers and administrators who pool their expertise and work for interventions to help students succeed.

### **SPECIAL SERVICES**

The school district offers special programs for students with specific needs. You should contact the Executive Director or 509j's Supervisor of Student Services if you desire more information. These services include assistance with:

- special programs for developmentally disabled and handicapped students
- extreme learning problems
- speech and hearing
- health services
- home teachers
- physical therapy
- parent study groups

**Section 504** of the Rehabilitation Act prohibits school districts to discriminate against persons with disabilities—including students, school patrons and staff members. Section 504 protects all qualified students with disabilities, defined as those having any physical or mental impairment that substantially limits one or more major life activity. Life activities include: caring for oneself, performing manual tasks, walking, breathing, hearing, speaking, self-care, manual tasks, seeing, learning, eating, sleeping, lifting, bending, reading, concentrating, thinking, working, communicating. Section 504 requires that qualifies persons with disabilities be provided access to educational opportunity as commensurate with non-disabled persons. A student, school patron, or school staff with an American with Disabilities Act—Section 504 concern should contact their child's teacher or the school's Executive Director.

**PARENT/STUDENT RIGHTS IN IDENTIFICATION,  
EVALUATION AND PLACEMENT  
(Section 504 of the Rehabilitation Act of 1973)**

*The following is a description of the rights granted by federal law to students with handicaps according to Section 504 of the Rehabilitation Act of 1973. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.*

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his or her handicapping condition.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
6. Have your child receive special education and related services if he or she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources and by a group of persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement.
11. Obtain copies of education records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate or misleading. If the school district refuses this request for amendment, you shall be notified in a reasonable time, and advise you of the right to a hearing.
14. Request mediation and/or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the State Superintendent of Public Instruction, Oregon Department of Education, Public Service Building, 255 Capitol NE, Salem, Oregon 97310-0203, pursuant to OAR 581-15-109.
15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a local grievance.

**In the Corvallis School District, the Director of Student Services is Responsible for compliance the Section 504**