

# Muddy Creek Charter School

## 2023/2024 Parent/Student Handbook



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 Material contained may be superseded by Board Policy or administrative regulation.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 website at: [www.muddycreekcharterschool.org](http://www.muddycreekcharterschool.org) ."

# TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>Muddy Creek History/Mission/Vision.....</b>             | <b>3</b>  |
| <b>Laws Protecting Our Students.....</b>                   | <b>4</b>  |
| <b>Inavale Community Partners Board.....</b>               | <b>5</b>  |
| <b>Muddy Creek Charter School Staff.....</b>               | <b>6</b>  |
| <b>2023-24 School Calendar.....</b>                        | <b>7</b>  |
| <b>Admission.....</b>                                      | <b>8</b>  |
| Class & Grade Assignment.....                              | 8         |
| <b>Attendance.....</b>                                     | <b>8</b>  |
| Absences.....  | 8         |
| Tardy Policy.....  | 9         |
| Excessive Absences/Tardies.....                            | 9         |
| Arrival / Departures.....                                  | 9         |
| School Pick-up.....  | 10        |
| Bus Stop Pick-up.....                                      | 10        |
| <b>Emergency Procedures.....</b>                           | <b>10</b> |
| Closure During School Hours.....                           | 10        |
| Closure Before Students Leave for School.....              | 11        |
| Emergency Drills.....                                      | 11        |
| Evacuation.....  | 11        |
| <b>General Information.....</b>                            | <b>11</b> |
| Asbestos.....  | 11        |
| Buses.....   | 11        |
| Computer & Internet Use.....                               | 13        |
| Curriculum.....  | 14        |
| Daily Schedule.....  | 14        |
| Distribution of Material.....                              | 14        |
| Integrated Pest Management.....                            | 15        |
| Lost & Found Items.....                                    | 15        |
| School Pictures.....                                       | 15        |
| <b>Health &amp; Wellbeing.....</b>                         | <b>15</b> |
| Food & Environmental.....                                  | 15        |
| Hearing Screening.....                                     | 16        |
| Lunchtime & Milk Program.....                              | 16        |
| Vision Screening.....                                      | 17        |
| Illness or Injury.....                                     | 17        |
| Immunizations.....   | 18        |
| Medication.....  | 18        |
| <b>School/Community Rights &amp; Responsibilities.....</b> | <b>19</b> |
| Bullying/Harassment.....                                   | 19        |
| Cell Phones/Electronic Devices (personal).....             | 19        |
| Child Custody.....   | 20        |

|  |           |
|--|-----------|
| Damage to School Property.....                     | 20        |
| Delivering Items During School Day.....            | 20        |
| Discipline/Due Process.....                        | 20        |
| Dress code & Grooming.....                         | 21        |
| Fees/School Supplies.....                          | 22        |
| Harassment Complaints.....                         | 22        |
| Homework Policy.....                               | 23        |
| Library & Library Materials.....                   | 24        |
| Media Access.....                                  | 24        |
| Messages For Students.....                         | 24        |
| Parental Involvement.....                          | 24        |
| Personal Items Brought to School.....              | 25        |
| Progress Reports & Conferences.....                | 25        |
| Student Conduct.....                               | 25        |
| Student Education Records (Notice to Parents)..... | 26        |
| Student Information.....                           | 28        |
| Student/Parent Concerns.....                       | 28        |
| Suspension/Expulsion/Discipline.....               | 28        |
| Telephone.....                                     | 29        |
| Tobacco-Free Environment.....                      | 29        |
| Use of School Facilities.....                      | 29        |
| Visitors.....                                      | 30        |
| Volunteers.....                                    | 30        |
| Weapons.....                                       | 30        |
| <b>Activities &amp; Programs.....</b>              | <b>31</b> |
| Field Trips.....                                   | 31        |
| Fundraising.....                                   | 31        |
| Movies.....  | 31        |
| Parties/Birthdays.....                             | 32        |
| <b>Additional Programs &amp; Services.....</b>     | <b>32</b> |
| Behavior Support.....                              | 32        |
| Care Team.....                                     | 32        |
| Special Services.....                              | 33        |
| Section 504.....                                   | 33        |

*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.*

# Muddy Creek History/Mission/Vision

## 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.

## 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.

## 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 groupings, 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.

# Laws Protecting Our Students

## 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>

## 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>

## 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.

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

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

## Equal Education Opportunity

Muddy Creek Charter School is a charter school serving the rural communities south of Corvallis and is operated by Inavale Community Partners, Inc. We are 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 educator and employer. 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 - Sarah Danforth, Executive Director 541-752-0377

District 504 Contact - Sarah Danforth, Executive Director 541-752-0377

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

## Inavale Community Partners 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

Lester Ohler, President  
Megan Irwin, Vice President  
Kathy Becker-Blease, Secretary  
Karen Steele, Treasurer  
James Anderson  
Jamie Hahn  
Patrick Riccolo  
Jessica Larsen

### 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 via email and on the MCCS website. Contact the Board at [board@muddycreekcharterschool.org](mailto:board@muddycreekcharterschool.org)

Our meetings and agenda are posted on our website at: [www.muddycreekcharterschool.org/icp](http://www.muddycreekcharterschool.org/icp)

# Muddy Creek Charter School Staff

Meika Vingelen - Kindergarten

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Nicole Linde - 1st Grade

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Abigail Janakes - 2nd Grade

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Heidi Blanchard - 3rd Grade

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Tyler Wilson - 4th Grade

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Tom Day - 5th Grade

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Ginger Whitehead - PE/Reading

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Patrycja Myles - Library

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Karen Anderson - Art/Instructional Aide

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TBH - Music

Rena De Mello – Instructional Aide

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Kathleen Muravez - Instructional Aide

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Evangeline Shipe - Instructional Aide

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Jeff Cygan - Facilities/Student Support

[jeff.cygan@muddycreekcharterschool.org](mailto:jeff.cygan@muddycreekcharterschool.org)

Tracie Anderson - Janitorial

[tracie.anderson@muddycreekcharterschool.org](mailto:tracie.anderson@muddycreekcharterschool.org)

Sarah Danforth - Executive Director

[sarah.danforth@muddycreekcharterschool.org](mailto:sarah.danforth@muddycreekcharterschool.org)

Morgan Hoffer - Office Manager

[morgan.hoffer@muddycreekcharterschool.org](mailto:morgan.hoffer@muddycreekcharterschool.org)

TBH - Behavior Specialist

TBH - School Counselor

# 2023-24 School Calendar

| August 2023 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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 2023 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| 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 2023 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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            |    |    |    |    |    |    |

| January 2024 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 |    |    |    |

## 2023-2024 School Calendar



|           |                      |
|-----------|----------------------|
| Sept 5    | First Day of School  |
| Oct 9     | No School            |
| Oct 19    | Vision Screening     |
| Nov 1-2   | Fall Conferences     |
| Nov 3     | No School            |
| Nov 10    | Veterans Day         |
| Nov 22-24 | Thanksgiving Break   |
| Dec 1     | No School            |
| Dec 18-29 | Christmas Break      |
| Jan 1     | New Year's Day       |
| Jan 15    | MLK Day              |
| Feb 1-2   | No School            |
| Feb 13    | Picture Day          |
| Feb 19    | No School            |
| Mar 15    | No School            |
| Mar 25-29 | Spring Break         |
| Apr 5     | Hearing Screening    |
| Apr 17-18 | Spring Conferences   |
| Apr 19    | No School            |
| May 3     | Hearing Re-Screening |
| May 27    | Memorial Day         |
| Jun 17    | Field Day            |
| Jun 18    | Last Day of School   |
| Jun 19    | Juneteenth           |

### Important Details

Start Time: 8:30 AM

Monday- Thursday dismissal time is 3pm

FRIDAYS dismissal time is 2pm

| February 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 |    |    |

| March 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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         |    |    |    |    |    |    |

| April 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 2024 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 |    |    |    |

### School Address



30252 Bellfountain Rd.  
Corvallis, OR 97333  
Phone: (541)752-0377  
Fax: (541)752-9481  
[www.muddycreekcharterschool.org](http://www.muddycreekcharterschool.org)

### Alerts

CSD 509K website: [www.csd509j.net](http://www.csd509j.net)  
Emergency Alerts: (541)757-4555  
FlashAlert: [www.flashalert.net](http://www.flashalert.net)

### Icp Board Meetings

2nd Thursday of the Month

 Holiday, No School  
 Non-School Day



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 1st in order to attend kindergarten. A child must be six years old on or before September 1st 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 & 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 8:35 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/Tardies

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 / Departures

Students are supervised by staff only on school days during school hours from 8:30 am-3:00 pm. Students should not arrive at classrooms prior to 8:25 a.m. The school is not responsible for supervision of or injuries to students on school grounds before 8:25 a.m.

Students arriving after 8:35 a.m. are considered 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. All picking up should be prepared to present legal identification.

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 1:30 so that we can communicate the change with your child's teacher. We will not allow children to change their after-school plans without written or verbal permission from the parent.

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 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 Mid-Columbia policy.

# Emergency Procedures

## Closure During School Hours

1. 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.
2. Students who ride the bus may have special instructions (see below) depending on the situation.
  - a. Bus ordered not to make run: Students will stay at school until other arrangements are made through the school office.
  - b. Bus can complete the 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.
  - c. Unless released by the 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. Parents are also encouraged to subscribe to and monitor FlashAlert for emergency closure information.

<http://flashalert.net/news.html?id=500>

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

## 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 and lockout drills will be held once a year.

## 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.

### Buses

Muddy Creek provides free bus transportation to all our students. Parents interested in bus transportation for their children should fill out the busing request form on our website 3-5 days prior to using the bus. <https://www.muddycreekcharterschool.org/parents-students/bus-information/>

Children need to be dropped off at one of our pick-up locations 5-10 minutes prior to scheduled pick-up times. Parents should arrange for an adult to pick them up from the specified location at the scheduled drop-off times/locations. If an adult is not present at the Drop-off points in the afternoon, students will be transported back to MCCS and parents will be notified.

In normal circumstances, MCCA provides two buses to and from school. In some cases, we only have one bus available to us. Schedules below are our best estimate and are subject to change. The most current times/locations will always be available on our website. Mid-Columbia Bus Company can be reached at 541-278-1444.

| <b>TWO BUS SCHEDULE (normal)</b>                                     |  |  |  |
|--|--|--|--|
| <b>MORNING</b>   |  | <b>AFTERNOON</b>   |  |
| <b>Bus A - student pick-up</b>                                       | <b>Bus B - student pick-up</b>   | <b>Bus A - student drop-off</b>                                      | <b>Bus B - student drop-off</b>  |
| Adams Elementary<br>7:35am<br><br>Crystal Lake Sports Park<br>7:55am | Boys & Girls Club of Corvallis 7:40am<br><br>Philomath Library<br>8:05am | Crystal Lake Sports Park<br>3:25pm<br><br>Adams Elementary<br>3:35pm | Philomath Library<br>3:20pm<br><br>Boys & Girls Club of Corvallis 3:40pm |

| <b>ONE BUS SCHEDULE (unusual)</b>   |   |
|---|---|
| <b>MORNING</b>  | <b>AFTERNOON</b>  |
| <b>Student pick-up</b>  | <b>Student drop-off</b>   |
| Boys & Girls Club of Corvallis 7:10am<br>Crystal Lake Sports Park 7:25am<br>Adams Elementary 7:35am<br>Philomath Library 8:00am | Philomath Library 3:25pm<br>Adams Elementary 3:35pm<br>Crystal Lake Sports Park 3:45pm<br>Boys & Girls Club of Corvallis 4:00pm |

## Transportation Rules

A student being transported on Mid-Columbia transportation is required to comply with the student conduct rules. The following rules shall apply to student conduct on district transportation. While riding a school bus, students will:

- Obey the driver, coaches, teachers, and chaperones on the bus at all times
- Cross in front of the bus or as instructed by the bus driver, when necessary to cross the road
- Keep hands, head, feet, and objects inside doors and windows
- Accept assigned seats

- Remain seated while the bus is in motion
- Use emergency exits only as directed by the driver
- Stay away from the bus when it is moving
- Not do any disruptive activity which might cause the driver to stop in order to reestablish order
- The following are not allowed: throwing objects, fighting, wrestling or scuffling, eating/chewing gum, glass containers or other glass objects, any other objects which might pose safety risks or barriers to safe entry and exit from the bus, and animals, except approved service animals

Students who are unable to meet these guidelines may be subject to disciplinary action and/or suspension from bus transportation. Parents will be notified directly by Mid-Columbia if they have concerns related to student behavior.

## Computer & Internet Use

### Instructional Technology

Instructional Technology provides students with digital tools to support their learning. These tools support critical thinking, communication, collaboration, and creativity within the learning process, and offer access to a diverse range of learning resources.

### Online Systems for Education

MCCS will provide all students with a Google Workspace for Education (GWE) account. The GWE platform supports learning with tools for communication, collaboration, and student work, including email, document creation tools, calendars, and collaboration tools, all within a safe and secure platform. The service includes an agreement between Google and the Corvallis School District which ensures that student accounts are protected and not marketed for commercial purposes.

The School also provides access to a range of online learning systems to support learning across the curriculum. Online systems provide access to learning content and engagement. Each system includes agreements with the district to ensure student data privacy, and safety. Our online learning systems are available anywhere with Internet access. School staff monitor student use of devices and online systems when students are at school. Families are responsible for monitoring their child's use of devices and online systems when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority.

Muddy Creek Charter School reserves the right to immediately suspend any user account suspected of inappropriate use.

### Devices for Student Learning

MCCS provides a mobile device (iPad, Chromebook, laptop, etc.) for every student. The devices support the learning process through access to digital learning resources in the classroom. Our

office staff and IT advisor actively manages all devices to ensure an effective, safe and secure learning environment.

In the event a device is accidentally damaged (e.g., cracked screen, broken switches or buttons, lost charging brick/cord, damaged protective case), lost or stolen, the device will be repaired or replaced by the district at no cost to the family. These devices are to remain on the Muddy Creek campus unless special permission is granted by the Executive Director.

## 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. If parents opt their child(ren) out of these health lesson(s), they will be asked to teach them at home and notify the student's teacher when the lessons are completed.

## Daily Schedule

8:25 a.m. Classroom doors open (students begin arriving)

8:30 a.m. Classes Begin

10:00 - 10:15 a.m. Morning Recess

11:30 - 12:05 p.m. Lunch & Recess

1:00 - 1:15 p.m. Afternoon Recess

3:00 p.m. Dismissal (2pm Fridays)

## 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.

## Non School-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 & 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.

## 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.

## Health & Wellbeing

### Food & Environmental

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 the Office Manager at 541-752-0377 or [office@muddycreekcharterschool.org](mailto:office@muddycreekcharterschool.org)

## Lunchtime & Milk Program

### Lunch

Muddy Creek does not currently offer a free or school lunch program. The students are required to bring their own lunch every day. The cafeteria has three microwaves that can be used by students. Occasionally there will be a school-sponsored "hot lunch" day, details will be communicated in advance of those events.

### Cafeteria Expectations

All students eat lunch together in the gymnasium. They are encouraged to focus on their meals, socialize, and clean up after themselves. The lunch period is 30 minutes for meals and recess. The following expectations are communicated to students the first week of school:

1. Students need to remain seated during lunch.
  - a. Exceptions are when using microwaves, throwing away garbage, or returning their lunch to their classroom tubs
  - b. Students need to place, not throw their lunch containers into their classroom tubs
2. Voices need to remain at a reasonable level and students should not be talking to anyone other than people next to them.
3. No running or playing during lunch.
4. Lunch areas need to be clean prior to dismissal – including under the table and on benches
5. Students need to wait until a staff member dismisses them prior to leaving for recess.
6. Students may not leave the gym without permission from staff members during lunch.

Choosing not to follow these expectations may result in lost recess privileges, assigned seating, or lunch in a separate setting.

## Milk Program

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

## Vision Screening

The passage of Oregon HB3000, children 7 years of age or younger starting at a public school are required to have a vision screening. Muddy Creek will provide a fast confidential, and non-invasive vision screening for all students. If parents prefer their child not participate in the MCCS vision screening, they must provide proof of screening within 120 days of starting school.

<https://www.oregon.gov/ode/students-and-family/healthsafety/pages/vision-screening-pilot-project.aspx>

## 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 (vomiting, fever 101 or higher, etc.), parents will be asked to pick them up from school as soon as possible. Students may 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. **Students must be 24 hours fever-free to return to class.**

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 website:

[www.oregon.gov/ode/students-and-family/healthsafety](http://www.oregon.gov/ode/students-and-family/healthsafety)

"Too Sick For School" Reference (ODE):

[https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/EDM\\_TooSickForSchool](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/EDM_TooSickForSchool)

## 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. Information and request forms are available on the Oregon Health Authority website:

<https://www.oregon.gov/oha/ph/preventionwellness/vaccinesimmunization/gettingimmunized/pages/non-medical-exemption.aspx>

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-Administered 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 healthcare professional also is required. Such permission may be indicated on the prescription label. A written treatment plan from a licensed healthcare 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.

## **School/Community Rights & 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 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.

## Discipline/Due Process

Muddy Creek follows the Discipline and Due Process guidelines provided by Corvallis School District. Included here is a summary of those guidelines, for full policy, please refer to CSD Parent /Student Handbook

### Code of Conduct

A student who violates the Student Code of Conduct or specific school rules 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 building administrators.

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

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

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

## Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent/guardian 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. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of expulsion for discipline of a student in the fifth grade or below, is limited to:

- Non-accidental conduct causing serious physical harm to a student or employee;
- When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
- When the expulsion is required by law.

An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent/guardian rights, and alternative education provisions as required by law.

## Suspension

A student may be suspended from school for up to and including 10 consecutive school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension. An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include 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/guardians of a suspended student. Suspensions may be appealed to the Board.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property, nor participate in activities directed or sponsored by the district. Some school work missed by a student while on suspension may be made up upon the student's return to school. For example, a student will be allowed to make up final, midterm, and unit examinations without an academic penalty.

## Dress code & Grooming

Muddy Creek Charter School recognizes the right to free expression and the value of diversity, including the diversity in dress and general appearance. Students are free to express their gender identities and pride in their queer, racial, ethnic, or cultural identities through dress and grooming.

Students also have the right to a nondisruptive, safe, and healthy educational environment at school. All students are to be treated equally with regard to dress and grooming regardless of gender, gender identity, gender expression, sexual orientation, race, ethnicity, culture, body type/size, disability, and religion.

Students must wear clothing at school including a shirt, a bottom (pants/shorts/skirt/dress or the equivalent), and shoes. Clothing must cover body parts generally considered private with fabric that is not see-through. Clothes that are considered permissible for one gender, are permissible for students of all gender identities.

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict weapons.
- Clothing may not depict pornography, obscenity, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, gender expression, religious affiliation, or any other protected groups.

## 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.

If you are looking for ways to help the Muddy Creek Staff, please consider donating time, supplies, or money. Teachers often have “wish lists” that parents can help with. Check in with your teachers or the office staff if you are interested in helping.

## 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:

1. 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
2. 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
3. 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

4. The conduct or communication has the effect of creating an intimidating, offensive or hostile educational or working environment
5. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits

## Investigation and Hearing Process

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.

## Homework Policy

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 & 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, parents are asked to pay the replacement cost for the item so a replacement can be purchased by the librarian.

Library volunteers are welcome and 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:

- Encourage their child(ren) to put a high priority on their education and to commit themselves to making the most of the education opportunities MCCS provides.
- 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.
- Become a volunteer.

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.

## 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

Fall conferences, held at the beginning of November, are intended to set goals for the students for the year. Spring conferences, held in April, 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.

Written student progress reports will be issued in early February and at the end of the school year.

## 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 & 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. Be **RESPONSIBLE** for their actions.

Please refer to MCCS’s Board Approved Policies and Procedures Policy ST00011c, Policy ST00035a, and Procedure S00018b for more information.

# 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 provides 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 neutral, 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 a 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. We would appreciate cooperation from all parents regarding this procedure.

For more information, please refer to MCCS' Board Approved Policies and Procedures Policy PR00028c.

## Suspension/Expulsion/Discipline

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 to 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.

## 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 MCCA. 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

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.

Volunteers are expected to maintain the standards outlined in the MCCA Volunteer Handbook.

To ensure the safety and well-being of our students, we require volunteers to complete a Volunteer Interest and Criminal Background Check every two years. Both forms can be completed online from our website:

<https://www.muddycreekcharterschool.org/parents-students/volunteers/>

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.
- Foster a sense of community, growth, and wonder when working with students.

## 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.

# Activities & 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, safely, and meet classroom and school-wide behavior expectations. Parents may not bring under school-age children without prior approval from the Executive Director and coordinating teacher.

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 school staff are always looking for ways to raise funds to support Muddy Creek Charter School. If you have ideas or wish to help, please contact the school office or visit our website:

<https://www.muddycreekcharterschool.org/support-mccs/>

## 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:

- Respect for families.
- The concern for valuable instructional time being used for the showing of movies.
- 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:

1. Preview the entire film.
2. Fill out the PG waiver request form.
3. Turn the form into the school principal for denial or approval.



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/Birthdays**

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

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. Please communicate well in advance with your child's teacher if you would like to join their class and/or celebrate their special day.

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 Programs & Services**

## **Behavior Support**

Along with teachers and administrators, the school Behavior Specialist works to provide a comprehensive behavior management system at MCCS. 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 from discriminating 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 activities. 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 qualified 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.

## Section 504

<https://www.oregon.gov/ode/students-and-family/equity/civilrights/pages/section504.aspx>

### **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.