



2011-2012

**PARENT AND STUDENT
HANDBOOK**

HomeSource Family Charter Mission

HomeSource Family Charter will support and inspire a collaborative approach to learning where the educational process is built upon the direct interaction and a shared endeavor between students, parents, educators and the community according to their needs and interests.

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Welcome from the HFC Executive Director



It is with great pleasure that we begin our second year as a public charter school that provides a great educational opportunity for collaboration between families, students, teachers and the rest of our community.

HomeSource Family Charter desires to be the kind of place that children thrive with the support of their families, peers, teachers and other staff. It is all about the children to all of us here.

Our board of directors, led by President Scott Denham has devoted many hours of work this past year to get us through our initial year as a public charter. The board is always looking for those who are interested in serving on the board. If you would like to offer your time and energy to serve our children and their families, please get in touch with Scott or send an email to board@homesourcefamily.us.

We accomplished many of the goals that were set forth last year. We held graduation and completion for many students; we offered individualized learning with Educational Specialists. Students gained college credit by passing their AP tests. We ended the year with a family camp and our annual picnic. Project based learning was the fare for many of our students and I had the privilege of being presented with work samples that included writings of poetry and short stories, mathematic graphing, movies with goats as their central subject. I even experienced contact with a buffalo hide. There is no limit to what subject matter our students may choose to be involved.

Last year we received a grant to discover how using data could lead us toward continuous school improvement. Some of you have been involved already as you filled out the online survey to let us know your perceptions of this program. We will again be asking you to fill out this information at the beginning of this year and each of the coming years to learn how we, as a community, can improve all areas here at HFC to meet the needs of our students.

I have an open door policy and you are always welcome to meet with me on any subject of interest. You might want to check with the front desk for my schedule to see if I am available. I am constantly in the halls and classrooms in the main building. Please do not ever hesitate to contact me.

So very grateful to be spending the days of my life in the presence of children,

Paula Praus-Williamson, HFC Executive Director

Email: paula.praus-williamson@homesourcefamily.us

9/15/11

HomeSource Family Charter Board Policies

America's public schools were founded on the belief that our government cannot be strong unless its citizens are educated – that democracy cannot last without citizens who have learned to use their rights and responsibilities for both their self-interests and those of the community.

The Constitution of the United States gives states the right to provide public education. In turn, the State of Oregon gives the responsibility for managing public schools to local boards of education.

The HomeSource Family Charter Board lists its aims and rules in "policies." Students, parents, employees, patrons and all other interested persons are invited to read these policies.

Within its policies, the HomeSource Family Charter Board has set standards that are very important for the success of students in school.

The Board calls for a school atmosphere that encourages students to learn and to be responsible and considerate, and assures the safety and welfare of all students. The Board also calls for school staff, students and their families to work as a team to achieve the desired educational goals and objectives.

All students are expected to meet these standards. When students fail to meet these standards there are natural and/or logical consequences. The goal of these consequences is to assist students in making behavioral changes that are necessary to function successfully in school and in life.

It is our hope that this handbook will provide clear information on the details that are important for all students, parents, staff and visitors to be aware of.

NOTICE OF NON-DISCRIMINATION: It is a policy of HomeSource Family Charter that there will be no discrimination and harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age or disability in any educational programs, activities or employment.

Table of Contents

Table of Contents	1
Educational Program, Education Specialists, Academic Advisors.....	2
Graduation Diploma, Credit Requirements	3
Attendance, Illness	4
Head Lice.....	5
Absences, Guests in Class, On-site Between Classes	6
Snow days, Attendance on Field Trips.....	7
Dress and Grooming.....	8
Discipline	9
Classroom Content	12
Allergies / Dietary Restrictions in Class, High School Sports, IEP, 504.....	13
OAKS Testing, Facility, Parking, Emergency Exits	14
Play Areas, Lunchroom, Library, Pets, Emergency Drills.....	15
Phone Use, Cell Phones, Student Records	16
Technology Use	17
Volunteer Guidelines.....	19
Volunteer Position descriptions	20
Volunteer Need to know facts	25
Search and Seizure	26
Alcohol, Drugs, Tobacco.....	27
Dangerous Weapons, Violence, Crime	28
Vandalism	29
Gang Activity, Coercion, Theft.....	15
Policies	30
Investigations.....	31
Board Policies.....	32
Complaint Procedure and Information.....	34
Complaint Form.....	37

Educational Program- Education Specialists-Academic Advisors

HomeSource Family Charter utilizes an Individualized Learning Plan that is developed between the student, the parent/guardian and the Education Specialist (K-8th) or Academic Advisor(s) (9-12th).

Education Specialist

The Education Specialist (ES) is a Highly Qualified teacher who will meet with each student for one hour and one additional semi-simultaneous contact each week. During this meeting, the ES will check the progress of the student, identify problem areas and assist the student with them, guide the student for the next week's work to ensure that state standards are being met, extend the learning in areas that interest the student, and encourage the student. Every attempt will be made to match an ES with a student who has similar interests or expertise in a desired area.

Elementary and Middle School Students

K-8 students are assigned an Educational Specialist (ES) who works with the parent, student, and teachers to oversee an individualized learning plan that meets state educational standards for a complete education. Students are required to meet twice a week with their ES for tutoring, coaching, support, evaluation, and documentation of the student's body of work. Students have the option of doing some course-work at home (Standards by Design), thus reducing their time in a classroom seat if this is desirable. Parental partnership and intricate involvement is really key to our success, and we highly encourage parents to be present in the classroom and actively involved in homework. Their presence onsite contributes to the family atmosphere that makes HFC a comfortable place to learn.

Academic Advisor

The Academic Advisor (AA) will advise High School students as they work toward their graduation and or career goals. The AA will assist students in their educational plan and profile. Please make an appointment with the AA as needed. HFC has an Academic Advisor onsite at the Jacobs Building 9 am – 2:30 pm Monday through Thursday. (More hours may be added.)

High School Students

Students in grades 9-12 earn credit toward a diploma, taking a minimum of 6 subjects just like K-8 students. A NEW feature this year is that ALL high school students will be signed up for a mandatory Homeroom class on Thursdays. Along with providing important course study the homeroom class will include work in the area of personal management and provide a critical contact point with a teacher who is monitoring class attendance trends, student behavior and assignment completion by students. Parental involvement is still critical to success although students work with classroom teachers who meet federal highly qualified requirements. In a non-traditional schedule with far fewer classroom hours than a traditional school, students meet twice a week with their teachers of core classes and at least once a week with teachers in non-core subject areas. The number of core classes may vary according to each student's schedule and requirements for graduation. If the student is in class, a meeting requirement is met. Classes that regularly meet twice a week need no out-of-class contact unless the student is absent. There is a great deal of flexibility in how out-of-class contacts may be made, including core subject area labs. Standards By Design (SBD) classes are not currently being offered to high school

students except for the required SBD physical education, which involves keeping a record of physical exercise. Off-site PE classes will meet the criteria of keeping a PE log.

*Note: For Senior students, SBD classes will be developed to achieve graduation, if courses are not being offered the 12th grade year.

Graduation

All students will work towards a graduation diploma. HomeSource Family Charter offers a Regular Diploma, an Honors Diploma, a Modified Diploma, an Alternate Certificate and a Credit for Proficiency. For students on an IEP, a Certificate of Completion and a Certificate of Attendance can be earned. The Academic Advisors will guide High School students through the specific requirements for a Diploma.

Aspire volunteers are also available to help with continuing education matters. Please fill out the Aspire form for your high school students. See Anita Nott if you have questions.

Credit Requirements for Regular Diploma

- ◆ Language Arts – 4 credits
- ◆ Mathematics – 3 credits (Algebra 1 and above)
- ◆ Science – 3 credits (2 science with labs)
- ◆ US History – 1 credit
- ◆ World History – 1 credit
- ◆ Economics - .5 credit
- ◆ Civics/Government - .5 credit
- ◆ Health – 1 credit
- ◆ Fine Arts – 3 credits (any combination of Foreign Language, Art, Music)
- ◆ Computer Technology – 1 credit
- ◆ Physical Education – 1 credit
- ◆ Electives – 5 credits

24 credits total

Students – Welcome to HomeSource Family Charter

HFC is a great place to attend. You are encouraged to take an active part in your education. It is your responsibility to work with your parents/guardians and teachers to assure that you are receiving the educational opportunities that are important for you.

All students are expected to meet these standards:

- Attend scheduled classes regularly; be on time and prepared for classes. Actively participating in class will benefit you and contribute to your educational success as well as that of your fellow students.
- Please follow the policies and procedures outlined in this manual.
- Respect the rights of others. Respect the property of others. Show respect for HFC equipment, furnishings, supplies and property and for neighboring businesses.
- Be courteous to all. Refrain from profanity. Derogatory language regarding any race, gender, nationality, religion, or creed will not be permitted.
- No Public Displays of Affection. PDAs are not respectful of others in the school setting. They will not be allowed at HFC, at off-site classes, on field trips, or at any other HFC sponsored function.

Attendance

All students are expected to attend classes as scheduled and be on time so they can get the most out of their education. Students are encouraged to develop habits of punctuality, self-discipline and responsibility.

Parent Responsibilities

If a student is ill or unable to attend, notification should be made to the HFC office via phone, email, or fax, as early in the day as possible. Notification should be made as soon as possible and no more than 48 hours after the absence. Parents are also responsible for notifying the student(s)' Educational Specialist of absences, especially for ES meetings. Students whose parents/guardians twice fail to notify the office (541-689-9959) within 48 hours of an absence may be dropped from their class.

Illness

Students should be excluded from school if they exhibit:

- Fever greater than 100.5F;
- Vomiting;
- Stiff neck or headache with fever;
- **Any** rash with or without fever;
- Unusual behavior change, such as irritability, lethargy or somnolence;
- Jaundice (yellow color of skin or eyes)
- Diarrhea (3 watery or loose stools in one day with or without fever);
- Skin lesions that are “weepy” (fluid or pus-filled);
- Colored drainage from eyes;
- Brown/green drainage from nose with fever of greater than 100.5F;

- Difficulty breathing or shortness of breath; serious, sustained cough;
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever, or
- Student requires more care than the school staff can safely provide.

(Taken from Oregon Department of Education Health Regulations OAR 581-022-0705)

Head Lice

It is the position of the National Association of School Nurses and Bethel School District that the management of pediculosis should not disrupt the education process. Children found with live head lice should be referred to parents for treatment. Data does not support school exclusion for nits. Because no disease process is associated with head lice, schools are not advised to exclude students when nits remain after appropriate lice treatment, although further monitoring for signs of re-infestation is appropriate. The school nurse, as student advocate and nursing expert, should be included in school district-community planning, implementation, and evaluation of vector control programs for the school setting. The school nurse retains an important role in educating all constituencies about pediculosis and dispelling myths and stigmas regarding lice infestation.

Therefore, the following procedure has been adopted by Bethel School District:

1. If live head lice are found on a student, the parent or guardian will be contacted to pick up the student from school as soon as possible.
2. Detailed verbal and written instructions regarding head lice treatment, removal, prevention and home cleaning will be provided to the parent/guardian. In cases where the family cannot afford to buy a pediculocide, the district will make an effort to assist the family in obtaining this product for free or reduced cost.
3. If two or more students are found to have head lice in one classroom, a class room head check will be done, and a written notification will go home with the students alerting parents to check their children for head lice at home.
4. The student is expected to return to school the next school day. The student will be checked in the health room for presence of live lice. If live lice are found, the parent or guardian will be contacted to pick up the student from school.
5. If nits only are present in the child's hair, and no live lice can be found, the family will be instructed of their presence, and given instruction and support regarding further follow up.
6. Students will return to the health room after an incident of live lice for head checks for a time period long enough to be assured that they are head lice free.
7. In cases where the student has difficulty re-entering school due to continued presence of live lice, the nurse will contact the family to create a plan of head-lice care that will allow the student to remain in school without risking transmission of live lice to other students.

Excessive absences

Excessive absences from one or more classes may result in a student being dropped from HFC. Any student dropped for excessive absences will be suspended for the remainder of the term and the duration of the following term. Students may return after the suspension requirements have been met. HFC reserves the right to determine what constitutes excessive absences. More importantly, when a student is absent, it is their responsibility to work with their ES/teacher to make up the time missed from classes. If a student takes an extended trip during the school year, he/she will need to have contact with their ES/AA/Teacher through email, Skype or telephone during their trip.

Parents/guardians who drive their student to school should ensure the student arrives on time.

Parental and familial involvement is a key component of HomeSource Family Charter. Parents/guardians are welcome to attend classes with their students. While there, parent/guardians are expected to follow the same standards of behavior as set for the students.

- If students arrive late they need to enter their class quietly with as little disruption as possible.
- Students are responsible for all work missed due to absences from class. Missed homework will be placed in the "Homework File".

Guests in the Classroom

HomeSource Family Charter families who have friends or relatives wanting to attend a class need to acquire written permission from the lead instructor of the classes which the visitor will be attending. The attending adult is responsible for any guest and must attend every class with them that they wish to observe. Visitors are not permitted to use HFC computers. Foreign Exchange students who are guests of students attending HFC must also have the permission of the lead instructor to participate in classroom activities.

On Site between Classes

Parent/Guardian Responsibilities

One of the keys to success of our program is due to strong parental involvement - in the classroom, in volunteer support, through regular communication with the child's ES, and in their child's education at home. It is part of what makes the culture at HFC an amazing one. Parents are not, however, required to be onsite when a class is in session or during the student's meeting with their Educational Specialist. We do not have a large facility, though, and due to the non-traditional scheduling of our classes, charter high school students may be onsite without a parent (using the high school lounge, resource library, whisper study) when not in class for no more than 2 non-class periods per day, but students under 14 and not yet in 9th grade may not be onsite without a parent when not in a class unless meeting with ES.

Student Responsibilities

If you need to be at HFC between classes, you will need to have a place to be and sufficient work to fill the time. You will not be able to sit in the lobby and visit with other students. Noise and talking in the hallways create a distraction and disrupt learning. The sidewalks outside the front door and the lobby need to be kept clear so others may enter and exit the building. HFC Staff may ask you to leave the campus if you do not have a class, lab or ES meeting.

While you are on-site between classes, you may choose one of these options:

- High school (9-12 grades and at least 14 years old) students may choose the high school lounge. (Only 2 class periods a day are allowed.)
- Work in the upstairs lunch room (K-8th students must have supervision)
- Work in the Whisper Study room (K-8th students must have supervision)
- The outside play area (K-8th students must have supervision)

Snow Days

In the event of snow or inclement weather, HFC will determine closure or late start and place this information on the HFC voice mail. We will also contact local television and radio stations where you may obtain this information. As needed, HFC will continue to follow Bethel School District closure. Please check our website and/or sign up for Flash Alert.

Attendance on Field Trips

Conduct and appearance standards for field trips are the same as those expected while attending classes at HFC. Any homeschooling family may attend field trips.

Attendance is required for the duration of the field trip. If you choose to leave before the scheduled end time you may be charged a fee.

Occasionally, the field trip leader will determine that the trip will end early for all. No fees from families will be due.

If a student is absent from a field trip for which HFC has incurred expenses, including entrance, project, or supply fees, the family may be billed.

If an emergency occurs and you must cancel, please notify the HFC office. No refunds will be given unless HFC cancels the trip. Student cancellation notices will not be taken over the phone and must be done in writing at HFC or via email.

If you have questions, please contact the field trip coordinator, Lisa Bourgault.

Dress and Grooming

All students, parents/guardians, employees and volunteers are expected to be neat, clean and display good habits of personal grooming. Ordinarily, students' dress or grooming will not affect their participation in school or school activities. However, if the dress or grooming of an individual disrupts the educational program, is unclean or is a threat to the health or safety of others, or is considered to be profane, obscene, insulting or promoting the use of drugs or alcohol, HFC has a legitimate concern and may require that the individual leave the class or event until corrections are made. Students are also prohibited from wearing or displaying clothing or other objects that are commonly considered evidence of membership in or affiliation with any gang.

The responsibility for the dress and grooming of students rests with students and their parents or guardians. Clothing with tobacco, illicit drug and alcohol messages or encouraging the use of tobacco, illicit drugs, and alcohol is prohibited. Clothing with vulgar and plainly offensive, obscene or sexually explicit references, graphics or comments is also prohibited. Shoes must be worn at all times. Examples of prohibited dress include, but are not limited to the following:

- Dresses or Tops that are backless or strapless or have spaghetti straps, including halter-tops or any tops that expose cleavage.
- Bare-midriff tops. (Tops and bottoms must touch when the student is standing.)
- Muscle shirts or sleeveless undershirts that expose the torso.
- Shorts, skirts, pants, and tops that fail to conceal undergarments when the student is standing or sitting.
- Shorts, skirts, or dresses that are shorter than finger-length when arms are held at sides or that expose undergarments when standing or sitting. These articles must provide full coverage of the body at all times.

If the dress, grooming or conduct of an individual is such that it distracts the attention of other students or staff from their work, the Executive Director or their designee may require this person to change clothing or appearance prior to rejoining the class or event. Repeated violations of this policy may result in the individual being removed from HFC

A good general policy regarding the dress code is as follows: If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT!!!

Exceptions to this policy will be made for classes or events that require specific attire, including, but not limited to dance, karate and swim lessons.

Discipline

HomeSource Family Charter expects all students, parents/guardians, siblings and staff to abide by all behavior guidelines contained in the Handbook. It is the intention of HFC to ensure that all individuals attending are treated with respect and courtesy.

Student Consequence Process

The philosophy of HFC Student Consequence process is to give students tools to produce changes in behavior that help students develop self-discipline and the skills they need to succeed in school and in life.

Students who are unable to follow the Behavior Guidelines outlined may be subject to the following process.

1. When teachers or staff members need to communicate behavior and educational concerns regarding students. They will attempt to first speak to the student and/or parent/guardian privately (after class). The student may be asked to read the section of the handbook outlining behavior expectations.
2. If the behavior/issue continues a communication form is written to the parent/guardian with a copy also sent to the Executive Director or designee. The parents/guardians are encouraged to speak with the student and assist the student in correcting the behavior.
3. If at this time, the student continues to violate the behavior expectations of HFC, a formal communication form is filed and a conference with the Executive Director or designee is scheduled. This communication form may become a part of the student's educational file at HFC. The student may be referred for counseling or help as needed to correct behavior.
4. Continued violations of HFC Policy may result in suspension.

Suspension

Suspension temporarily takes away a student's privileges to attend classes (both on and offsite), field trips, as well as school activities.

Generally, a suspension can last no more than 10 school days. However, a suspension may be continued awaiting a court hearing, a physical or mental examination, an expulsion hearing, and incarceration by court action or other specified pending action.

The decision to suspend a student is made by the Executive Director or designee.

Generally, prior to suspension, the student is given oral or written notice of the charges. If the student denies the charges, the student is given an explanation of the evidence and an opportunity to present his/her version to the Executive Director in a conference. In cases where the student's presence

endangers persons or property, or threatens disruption of the schools, however, the notice and hearing will come as soon as possible following the student's removal from school.

Parents/guardians will be notified of the suspension and the reason for the suspension as soon as possible. The student and parents/guardians will be promptly notified by mail of the suspension, the length of the suspension, the conditions for reinstatement, and the right to a conference with the HFC Executive Director or their designee.

The person conducting the conference will receive evidence from school personnel and from the student, parents/guardians. The relevant history and records of the student may be reviewed. During the conference, the student's achievements and difficulties will be discussed. Efforts will be made to determine additional steps that could be taken by the school, student and parents/guardians to assist the student.

The student and parents/guardians will be told of the decision of the person conducting the conference at the time of the conference or as soon thereafter as possible.

The parents/guardians or the student may ask the superintendent to review the suspension. Such a request will not postpone the suspension.

Expulsion

Expulsion denies the student the privilege to attend HFC, any district school or participate in school activities. The period of expulsion shall not extend beyond one calendar year.

If the HFC Executive Director or Designee recommends an expulsion, the student may or may not be suspended pending expulsion hearing. In either event, the HFC Executive Director or designee will arrange with the superintendent for a time and place for an expulsion hearing, and will promptly notify the student and parents or guardian of the time and place of the hearing.

The expulsion notice will:

1. Be delivered personally to the student. If the student is not readily available, the notice may be mailed to the student by certified mail with return receipt requested. The notice given to the parents/guardian will be sent by certified mail with return receipt.
2. Clearly cite the charge or charges and the specific acts that support them. The notice will state a recommendation of either expulsion without suspension or suspension pending an expulsion hearing. The notice will also state the right of the student, parents or guardian to representation.

Unless the Board of Directors decides otherwise, the superintendent or his/her designated representative will act as the hearing officer. In case of language differences or other serious communication handicaps, the hearing officer will provide a translator.

The student, parents/guardians, or their representative, who may be an attorney, will be given the right to present their version using oral testimony, affidavits or exhibits. They will be permitted to hear the evidence presented against the student. They will have the right to make a record of the hearing.

- The hearing officer will conduct the hearing and have control over it.
- The officer will determine the facts of the case on the evidence presented at the hearing. This may include relevant history and records of the student. Strict rules of evidence shall not apply to the proceedings.
- The findings of the hearing officer (whether the student is found guilty or innocent) and the disciplinary action (if any), including the duration of the expulsion, will be made known to the student and parents/guardians as soon as possible.
- If requested by the student, parents/guardians, the Bethel School Board will review the findings. The School Board may affirm, modify or reverse the decision of the hearing officer.
- For more information on Expulsion Hearings, please reference the Bethel School District Handbook.

Suspension or Expulsion of Disabled Students

Students with disabilities may be suspended for up to 10 consecutive or cumulative school days in any one school year without taking any further action. If a student with disabilities is being considered for more than 10 days of suspension or expulsion from school, it must be determined whether there is a direct relationship between the student's disability and the behavior for which the student faces discipline. If there is a direct relationship, the student may not be suspended for more than 10 days without making a significant change in the student's Individualized Education Plan. If there is a direct relationship, the student may not be expelled from school, but the student may be placed in an alternative education program. If there is not a direct relationship, the student may be suspended for an additional 10 days.

Violations of the Federal Gun-Free Schools Act

If there is a direct relationship between a student's disability and bringing a firearm to school, a student with disabilities may be placed in an alternative education setting for 45 school days. If there is not a direct relationship, the student must be expelled for one calendar year unless the Superintendent makes a specific case-by-case exception.

Corporal Punishment

Corporal punishment, which is any act intended as punishment that inflicts physical pain on a student, is prohibited in Oregon schools. The prohibition of corporal punishment does not preclude the use of reasonable force by school personnel in an extreme and urgent situation to maintain order or prevent students from harming themselves or others. Neither does corporal punishment include physical pain or discomfort caused by voluntary participation in athletic competition or other activity. Parents/guardians will not engage in corporal punishment on the premises of HFC.

Please note that any acts involving violence toward another individual at HFC may result in immediate suspension.

Classroom Content

HomeSource Family Charter serves a broad group of parents/guardians and students. Because of this, there may be subjects that arise in class or at HomeSource sponsored events that do not agree with the philosophy or viewpoints of some parents/guardians and/or students. Parents/guardians are encouraged to talk with their children about these differences in relationship to their family's values and viewpoints. Parents/guardians are also encouraged to attend all classes and events with their students. It is ultimately the parent's/guardian's responsibility to determine if the class or event is suitable for their child.

All classes, events, presentations or other HFC sanctioned gatherings will refrain from profanity, overt sexual content, sexual innuendo, violence, and gore with exception to historical and classical works. No derogatory language regarding any race, gender, nationality, religion, or creed will be permitted. Final authority rests with the Executive Director or their designee. Many events, presentations, and field trips include all ages of students; therefore, content shall be appropriate for all ages involved.

Parents/guardians should use discretion when having siblings in classes, events, presentations or other HFC sanctioned gatherings that are targeted for older age groups.

Students

It is your right to ask questions and voice opinions in a respectful manner in HFC classes or events. You are encouraged to talk with your parents/guardians first and foremost. You may also speak with your instructors if you so desire. If a student objects on religious or ethical grounds to reading, studying, or discussing any instructional material, the teacher will supply alternative materials without prejudice to the student.

Teachers

HomeSource Family Charter policy is that the teacher's personal or religious views shall not be promoted in the classroom. Religious topics related to the class may be discussed during class, but no one view will be promoted as superior to another by the teacher. Teachers shall ensure discussions are related to the topic of the class. If a teacher knows beforehand that a potentially controversial topic will be discussed, due diligence should be used to notify parents in advance.

Parents

At HFC we value our parent/guardian involvement. The following guidelines are recommended to parents/guardians when communicating with teachers regarding class content, conduct, or suggestions:

- If a parent/guardian has a concern regarding class content, they are encouraged to discuss issues with the teacher after class is concluded. In addition, after reading the class description, parents/guardians may choose to speak to teacher before class starts.
- If a pressing concern arises, or if direct communication with the teacher has been ineffective, parents/guardians should seek out the Executive Director or designee (ask at the front desk).
- Direct communication between parent/guardian and teacher is encouraged. This can be through a direct conference, telephone call or email.

- In order to protect both individuals and HFC, please follow the complaint process if disagreements cannot be resolved through direct contact/communication.

Allergies/Dietary Restrictions

HomeSource Family Charter classes may include food as part of the classroom activities. Attendance sheets will be flagged for students that have **life threatening allergies** only. Parents/guardians of students with food allergies that are not life threatening should notify their child's teachers to help them be aware of any potential problems, but **parents/guardians are responsible for monitoring what their child eats in class**. If your student or family has special dietary needs or restrictions, (i.e., vegetarian) you will need to be aware of food served in class. Be prepared to offer a substitute food item for your child when food is being offered during class.

High School Sports Programs

Students who wish to participate in high school sports must do so in the district in which they reside. Participation in sports at the resident district does not affect attendance hours; however, a student may be required to take a yearly academic achievement test. Contact the athletic director at the high school in your district for information on how your student can participate in after-school sports programs.

Students- IEP (Individual Education Plan- Special Education)

A new law was passed in 2011 that requires the district in which the charter school that a student attends to be responsible for a student's IEP when the student is enrolled in that charter school.

The school district in which a charter school is located is responsible for identifying, locating and evaluating students attending public charter schools in the district to determine which students have disabilities and may be in need of special education and related services.

For students who attend public charter schools and are eligible for special education and related services the school district in which the charter is located is responsible for providing any required special education and related services to the student.

For special education services from the Bethel School District, please contact the following person: Kim Breeding at kbreedin@bethel.k12.or.us or 541-689-3283, ext 2003.

Students- 504 (Special Education)

If your student is eligible for a 504, please contact the HFC registrar.

OAKS Testing

Students who are enrolled in HFC must comply with state law concerning testing at appropriate grade levels.

- Reading-Grades 3-8, 11
- Writing-Grade 11
- Science-Grades, 5,8,11
- Math-Grades 3-8, 11

Community homeschoolers must comply with OAKS testing if taking a course in any of the core areas tested at their grade level. Please consult curriculum guide (catalog) for courses that require testing.

Facility

Parents/Guardians, Volunteers and Visitors

Parents/Guardians, volunteers, and visitors are welcomed and encouraged at HomeSource Family Charter. They are an integral part of the learning environment. The unique learning environment here requires a large amount of attendance and interaction at on-site, off-site, and special event locations. Parents/Guardians, volunteers, and guests will be expected to adhere to all HFC policies and rules regarding behavior, conduct, discrimination, and harassment. Please check out the HFC website for copies of policies and administrative rules regarding these topics.

1. Visitors, parents/guardians, and designated adults are permitted on school grounds so long as their presence is not for the purpose of disrupting school nor threatening nor intimidating others in school.
2. During a regular school day, all visitors other than student's parent or designated adults are required to first report to the school office to arrange the visit.
3. Visitors who are in violation of this policy will be considered in violation of the law and subject to prosecution for criminal trespass in the second degree, as provided by ORS 164.245.

Parking and Loading/Unloading

Please Park *only* in unmarked spaces. Be considerate of others by not parking larger vehicles in compact spaces. When driving through the parking lot – **drive slowly** – and watch for children between cars. You may pause for a moment to drop off and/or pick up your student, but do not stop and wait or leave your car unattended in front of HFC. Help keep HFC looking neat and please do not litter in the parking lot.

Emergency Exit

North and South-facing doors (outside the tech rooms) are emergency exits ONLY. Do not use these doors to enter or exit the building during regular school hours-an alarm will sound.

Play Areas

The playroom is for use by small children and their parents/guardians. Older students may access the outdoor play area with younger students if a parent is in attendance. ***Students and children must be supervised*** in these areas at all times for security purposes. Please remember to clean up. Do not access the play area through the north door—an alarm will sound.

Lunchroom

The upstairs room is open for lunch from 11:30-12:00. A refrigerator and microwave are available for use. Any items still in the refrigerator Friday afternoon will be disposed of. Please remember to clean up after yourself and your children. An adult must accompany students at all times except between 11:30-12:00.

Library

The HomeSource Family Charter Resource Library invites all parents/guardians and students to browse the collection and check out materials of interest. The collection contains materials of all levels from easy readers to works of World and American fiction, non-fiction and biographies, a large number of books on homeschooling, homeschooling catalogs, curriculum, HomeSource yearbooks, and much more.

The Resource Library is located across the parking lot from the main HFC building. Look for the green sign that indicates that the library is open. Current hours are:

Tuesdays from 11:30 to 3:30

Wednesdays from 10:00 to 2:00

(More hours may be added later in the year. Please watch for information)

Each family is welcome to check out four items for a period of two weeks. Items can be renewed if another person has not requested them. Parents/guardians are welcome to work with their children in the Resource Library; high school students are also welcome to work or read in the library between classes. The Resource Librarians, Sheila Jensen and Karen Hagen, are happy to discuss homeschooling issues and to help you locate resources that may help you.

The Resource Library collection is also open free of charge to other homeschoolers in the community.

Pets

Pets are not allowed on the premises unless brought for a specific class. It is your responsibility to obtain teacher approval and notify the front office before bringing your pets. Please do not leave your pets in cars. It gets very hot. No pets are allowed in walkways around HFC as some students may be allergic or afraid of animals. Guide animals are always permitted.

Fire and Earthquake Drills

All schools are required to instruct and drill students on emergency procedures so that the students may respond to an emergency without confusion or panic. Fire drills will be conducted periodically to ensure

that HFC is able to handle emergency situations. A floor plan of HFC, with emergency routes clearly marked, is posted in each classroom. When the siren sounds, teachers will lead the students out the class room door following the closest route. Parents/Guardians are responsible for younger siblings. Once outside the building, go to the sidewalk on Fairfield Street and follow it south to Hawthorne Street. Meet on the Hawthorne Street sidewalk until given the clear signal to return inside the building. Earthquake drills will be conducted twice a year. Students will receive instruction on the correct response to an earthquake alarm. Students will be instructed to "Drop, Cover and Hold", protecting their eyes and face until the drill is complete.

Personal Phone Calls and Cell Phone Usage

HomeSource Family Charter will make every effort to locate a parent/guardian or student for emergency phone calls. All other messages will be written down and given to the appropriate individual before or after class. There is a phone in the lobby for emergency use only. Personal and business calls should be made from home. ALL calls should be limited to 3 minutes. Cell phones use is NOT allowed in the classroom. If you must use your cell phone, please leave the classroom. All cell phones and beepers must be turned to silent ring while in the classroom.

Student Records

Federal and state laws require school districts to maintain certain educational records about students. The records allow the school staff to share progress information with parents and other educational institutions. They also document the eligibility of students for various federal and state mandated programs.

Student records contain "permanent records" (full name, birthdates, health card, parents/guardians names and information, address and telephone number of the student and his/her family, contracts and information concerning entry into HFC) and "progress records" (transcripts of grades and courses taken, records of attendance, tests measuring achievement or ability, student accounting documents and Learning Plans).

All student records are confidential and may be opened for inspection only in accordance with applicable federal (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) and state law and HFC policy.

Students and parents/guardians have the right to access their own/their student's records. Within seven days of a request for access, students and parents/guardians may inspect the content of those records.

Parents/Guardians have the right to reasonable explanations of their student's records.

Parents/Guardians also have the right to challenge the contents of their child's student record, if they believe that the records are inaccurate, inappropriate or misleading. The procedure for challenging student records will follow the Complaint Policy up to HFC Board level. If the parent/guardian/student is dissatisfied with the final ruling, they may request an addendum to be added to the portion of the

contested record. This will remain on the record throughout the student's education. Parents/Guardians/Students may request a copy of their records for a reasonable fee.

Generally, parents/guardians or the student (if he/she is 18 or attending an institution of higher education) must consent to the release of student records. HomeSource Family Charter may, however, release student records without consent under the following conditions:

1. To other school districts in which the student seeks to or has enrolled.
2. To state or federal agencies requiring such information.
3. In connection with a student's application for or receipt of financial aid.
4. To comply with a judicial order or subpoena after the district has made a reasonable effort to notify the parent.
5. To organizations conducting research for the school district.
6. To accrediting organizations in order that they may carry out their accrediting functions.
7. In emergency situations in which knowledge of student record information is necessary to protect the health or safety of the student or other persons.

For more information: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or <http://www2.ed.gov/policy/gen/reg/ferpa/index.html>.

HomeSource Family Charter may also release "directory information" in conjunction with school or district related activities. Directory information is limited to a student's name, date and place of birth, participation in school activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and the most recent school attended by the student. Parents/Guardians may limit the release of directory information and will be notified annually of this right.

Technology Use

Network Appropriate Use Policy

Users agree not to view, download, order for print, or otherwise transmit or communicate any material for any unlawful purpose or that is obscene, offensive, blasphemous, pornographic, sexually suggestive, deceptive, threatening, menacing, abusive, harmful, an invasion of privacy, supportive of unlawful action, defamatory, libelous, vulgar, violent or otherwise objectionable. If such action does occur, the student will face disciplinary action.

File Storage

Please keep the files you store in your personal folder organized and limit them to class related items. These files will be backed up periodically, but it is a good idea to keep your master files stored at home. All student folders at HFC are subject to the Network Use Policy and are not private property. All student folders will be deleted at the end of the school year.

Memory Sticks

We highly recommend that students use USB flash drives to transport their documents. However, please label these devices, as well as all other electronic devices, with your name.

Installing Software

Please do not install any programs onto the computers (web tool bars, games off the Internet and installations from web sites). Programs or operating systems run from a memory stick are not permitted. If you are in doubt, ask the technology staff.

Email and Network

HFC will not be providing e-mail accounts for students. These should be set up for students by parents. All students will have network accounts regardless if they take a technology class. Parents may tell their ES's what e-mail address their student will use. This will allow teachers to communicate to their students through email and through Moodle. All e-mail usage onsite must follow the Computer Network Use Policy.

Internet Safety

HomeSource Family Charter needs you to be responsible and use good judgment when using the computers. If there is no teacher in a classroom, please do not use the computers. Keep in mind that HFC is a K-12 center when you are creating visual material, writing things or viewing sites on the web. Out of concern for student safety, only authorized online chat will be permitted, such as on Moodle or with a teacher, ES, or AA. Any other live chat, such as Google or Facebook is prohibited onsite.

Student Responsibility

HomeSource Family Charter believes that computer technology is an important part of a student's education. Therefore, HFC provides computers connected to the Charter's computer network, allowing connection to the Internet. HomeSource Family Charter students of all ages may and are encouraged to have a network account, as long as they use the network appropriately and responsibly. However, the use of the Charter's computer network is a privilege, not a right. Users are required to read and understand the Network Appropriate Use Policy. They are required to sign the Network User Agreement in order to obtain computer access.

Parent/Guardian Responsibility

Parents/Guardians are expected to follow the same guidelines as those outlined for the students. Computers may be available for use if not being utilized by students.

Volunteering

Volunteer Guidelines

For parents of returning students, we thank you for the extensive volunteer support that you have given in the past and ask for your continued help this year. For parents of new students, we welcome you to HomeSource Family Charter and hope this handbook will help you in researching our many volunteer opportunities.

All Families at HFC have overflowing schedules and more to do than time to get it done. Life is just that way, especially for homeschoolers. Because charter schools are always cash challenged, our wonderful school depends on us as families to fill the gaps left by funding shortages. When we all contribute a bit of our time, the load becomes manageable for everyone so we thank you all in advance for your participation.

Please look through the following pages to find the volunteer opportunities of greatest interest to you. For most volunteer positions, a willingness to contribute and share is all the skill that you need, whether you have a lot of time to give or just a little.

You will find a Volunteer Sign-Up Form with the packet provided by your Education Specialist. Please fill it out, and return it to the HFC Business office. Every HomeSource Family Charter family is encouraged to submit this form and contribute a total of 30 hours over the course of the school year. For the safety of our students, a criminal background check is required for all volunteer positions. Please complete the Criminal History Verification of Volunteer Applicants form and return it to the HFC office.

You, the parents of HFC are the foundation of our school, making it the exceptional place it is, where our children develop academically, socially, emotionally and physically. It is through your involvement that we can continue to grow our school to be increasingly more excellent and offer ever greater advantages to our students.

Posting and scheduling volunteer assignments will be done through the website called WhenToHelp.com. If you filled out the volunteer form with your contact information and email address you will receive an email through this website which gives you sign in instructions with a login and password. If you don't have an email, please fill out a "New Email user" Tech Form available at the front desk or in the Business Office. Our tech team will be able to set you up with a HomeSource email that you will be able to use and receive information about available volunteer jobs. Email through the WhenToHelp website will be the primary communication in scheduling volunteer assignments on a daily basis. Please check your email regularly for updates to the schedule. If you haven't filled out a volunteer form and wish to help, please come to the Business Office during regular business hours to set up your volunteer account. Using this system will help our volunteer program tremendously and it allows volunteers to log in and input time preferences and see where and when help is needed.

The Volunteer Bulletin Board and Notebook located outside of the HFC Business office provides sign up opportunities for volunteering, logging hours, and more. Thank you for choosing to join HomeSource Family Charter. We are looking forward to a great year together.

Bettie Delury, HFC Business Facilitator

HomeSource Family Charter Volunteer Position Descriptions

ES and / or Teacher Assistant

Time Commitment: 1-3 hours/week

Age Requirement: Middle School to Adult (all with teacher approval)

Duty: Assist a teacher or ES with their individual needs. Volunteers are asked to sign up for the duration of the class (some are less than a full year). Tasks may include grading papers, taking attendance, help with projects and making copies, among others and are assigned at the discretion of the teacher or ES.

Library Volunteers

Time Commitment: 1/2 – 2 hours/week

Age Requirement: Middle School to Adult (elementary grade children must interview with librarian and obtain librarian consent to serve)

Duty: Help to organize and shelve books, assist librarians with checking in / checking out of books and other items, assist people with locating books, reading / story times, organize class displays or pull books for special focus. Extra time is needed at the end of the year. Please contact librarian Karen Hagen to set up an interview for a young volunteer or establish a schedule for helping.

Yearbook Teacher's Assistant

Time Commitment: Varies; all year, approximately 1 – 2 hours per week

Age Requirement: Adult

Duty: Oversee students as they take pictures during special school events, collect pictures from other parents, and assist laying out the yearbook (if needed), advertisement and book sales. This activity is ongoing throughout the fall, winter and spring.

Child Care

Time Commitment: 1 - 2 hours/every other week

Age Requirement: Middle School and High School (no adults)

Duty: Students in middle and high school will care for the young children of parents participating in PAT meetings, ES Training days, Staff Meetings, Cleaning days, etc.

Cleaning Opportunities

Age Requirement: None

- **Adopt a Classroom** – *Time Commitment:* approximately 1/2 hour/week

Duty: Each classroom is available for adoption which entails weekly cleaning of tables, chairs and whiteboards, emptying the trash, vacuuming the floor, stocking paper towels and supply boxes and quarterly washing of the windows. Classrooms are available for cleaning Monday – Thursday at conclusion of the last class of the day, usually between 3:30 – 4:30pm.

- **Family Room & High School Lounge Cleaning** – *Time Commitment:* Varies

Duty: Daily cleaning of main room and bathroom, weekly vacuuming, cleaning of the toys, furniture and quarterly washing of the windows.

- **Bathroom Cleaning** – **Time Commitment: Varies**

Duty: Daily cleaning of all bathrooms, stocking paper supplies and soap as needed. Keep track of cleaning supplies needed and possibly shopping for supplies.

- **Kitchen Cleaning – Time Commitment: 1 hour/week**

Duty: Weekly cleaning of upstairs kitchen area, wiping sink, counter, tables, microwaves, disposal of food in refrigerator, vacuuming floor.

- **School Cleaning Daily & Monthly – Time Commitment: Varies 1/2 – 3 hours**

Duty: Cleaning of all areas used by HFC as directed by Bettie: some areas daily (recycle boxes) and an all-school cleaning the first week of each month. Daily cleaning may be performed on a schedule as arranged with Bettie. Monthly all-school cleaning will be performed as directed by Bettie on cleaning day.

Grounds / School Maintenance

Time Commitment: Varies – 1/2 – 3 hours

Age Requirement: None

Duty: Collection of garbage and debris on parking lot and surrounding grounds, periodically weeding play area & landscaped areas. Volunteers may serve on a regular basis (weekly or monthly) or may serve on a periodic basis as time and circumstances allow. For larger maintenance, scheduling arrangements can be made with Bettie.

HomeSource Care Team

Time Commitment: Varies

Duty: Coordinating meals, cards & flowers, etc for HomeSource Families and staff in times of crisis, need, or bereavement.

Water Plants

Time Commitment: approximately ½ hour/week

Age Requirement: High School – Adult

Duty: Water indoor plants throughout HFC and potted plants outside front doors.

Posters / Signs

Time Commitment: Varies

Age Requirement: None

Duty: Help any group make posters, signs and other promotional material for hallways or events.

Office Help

Time Commitment: Varies

Age Requirement: High School – Adult

Duty: Make copies, help people at front desk, and assist Bettie with projects.

Event & Hospitality Planning

Time Commitment: Varies

Age Requirement: None

Duty: Help plan events such as showcases / all-school meetings, events involving music/art/drama, help with set up and cleanup crews, food, decorations and brochures.

Set up / Cleanup Crews

Time Commitment: 1 – 2 hours per event

Age Requirement: None

Duty: Set up and clean up for showcases, all-school meetings, music /art/drama events.

Student Government Helpers

Time Commitment: Varies

Age Requirement: None

Duty: Help Parent Advisor with meetings, activities, posters for events, chaperone events, draft and send event related e-mails.

School Donations

Time Commitment: None

Age Requirement: None

Duty: HFC gladly accepts cash/check donations of any amount for the school. Your donation is tax deductible and you will receive a receipt for tax purposes.

JavaSource Coffee/Food Services

Time Commitment: 10 minutes – 1 hour/day

Age Requirement: High School Entrepreneur Class Members/Adult

Duty: Set up, clean up, make coffee throughout the day, shop for supplies, collect payment and make change.

Lunch Sales

Time Commitment: 1 hour/day

Age Requirement: Middle School – Adult

Duty: Set up, clean up, selling items during lunch hour, shopping for supplies.

Pop Can Recycling

Time Commitment: 1 hour/week

Age Requirement: High School/Adult

Duty: Bag cans/bottles and take to recycling for redemption. Bring redemption money back to the bookkeeper.

Vending Machine

Time Commitment: 1-2 hour/week

Duty: Stocking vending machine as needed, shopping for supplies.

Box Tops / Campbell's Labels

Time Commitment: Varies

Age Requirement: None

Duty: General Mills Box Tops for Education and Campbell's Labels are redeemed for cash which funds supplies for the school. Volunteer hours are served by helping with related event postings and preparing box tops and labels for mailing.

Scrip

Age Requirement: Adult

Many local businesses accept Scrip and there are multiple positions for assisting this new fundraising program (listed below). Scrip orders are taken every week. Scrip is used just as cash (like gift cards) and a percentage of the total value purchased (ranging from 2% - 23%) will be returned to HFC to fund school programs, purchase materials, maintain the building, etc. There is no additional out-of-pocket expense to purchasing Scrip – benefits come to HFC directly from the Scrip program.

- **Collect Orders** – Time Commitment: 1 hours/day

Duty: This position picks up Scrip orders in the HFC office, logs them into the computer and places the orders via fax. A follow up call is then placed to the Scrip center to confirm that the order was received.

- **Pick Up Orders** – Time Commitment: 2 hours/week

Duty: Pick up the Scrip orders and bring them back to school. Mileage can be recorded and written off on taxes.

- **Sort Orders** – Time Commitment: 1/2 hours/week

Duty: This position will sort orders and prepare them for collection.

eScrip & eScrip recycling

Age Requirement: Adult

Participating merchants contribute each time families make a purchase using their grocery cards or registered cards. There are no receipts to collect, no vouchers or certificates to buy, every purchase counts. A percentage of all purchases made at eScrip merchants will be given back to HFC. The eScrip Recycling program takes in old cell phones, ink cartridges, and more. HFC will receive money for each item sent back for recycling. A collection box is located in the front lobby.

These positions will be collecting recyclables, packaging and mailing them to the recycle center; working with other businesses to collect their recyclables; advertising to HFC families and assisting with grocery card number collection and input.

Scholastic Book Sales

Time Commitment: 1 hour/week

Duty: Distribute flyers to families each month. Place monthly order through Scholastic website; distribute orders to families, marketing the program to families.

Scholastic Book Fair

Time Commitment: 1 – 3 hours

Age Requirement: Adult

Duty: Scholastic Book Fair is a great way for HFC to receive free books and benefit the community at the same time. A Book Fair will be held once or twice per school year in the fall, winter and/or spring, depending on available volunteer help. Volunteers will help with set up, clean up, sales, and return the room used to former condition / useable space.

Supply Room Upkeep

Time Commitment: 1-2 hours/week

Duty: Organize and maintain classroom supplies. Purchasing of supplies as needed.

Annual Picnic

Age Requirement: Varies

The Annual Picnic is a wonderful event for the HFC family to enjoy! A committee is formed to plan and prepare for the event which will be staffed with volunteers (multiple positions are listed below).

- **Picnic Committee** – *Time Commitment:* Varies

Duty: Planning events, food, and entertainment, organizing volunteers and shopping for supplies

- **Set Up Games** – *Time Commitment:* 1 – 2 hours

Duty: Gather supplies and set up games on the playing field lawn

- **Operate Games** – *Time Commitment:* 1 – 2 hours

Duty: Operate games at various stations during the day

- **Clean Up** – *Time Commitment:* 1 – 2 hours

Duty: Clean up and dispose of debris, clean, pack and put away equipment.

- **Food** – *Time Commitment:* Varies

Duty: Prepare, serve, refill and replenish food and refreshments as necessary before and during the event

Fundraising Committee

Time Commitment: Varies

Age Requirement: Adult

Duty: Assess fundraising ideas and determine which are best for HFC, gather all needed information for fundraisers, planning, announcements, publicity, organize teams for each fundraiser.

Volunteer Committee

Time Commitment: Varies

Age Requirement: Adult

Duty: Maintain system for volunteer sign-up of families, communicate with ES/teachers/staff regarding school needs, maintain needs lists, facilitate placement of volunteers in contribution positions, place reminder calls/e-mails, and serve as general hub for information regarding volunteering at HFC.

Graduation Committee

Time Commitment: Varies

Age Requirement: High School – Adult

Duty: Plan graduation event, order caps and gowns, announcements, plan party and food and coordinate with graduating families for slide show.

Appreciation Committee

Time Commitment: 2 – 4 hours

Age Requirement: None

Duty: There are so many people to thank – every day – the Appreciation Committee will have the delightful task of finding creative and innovative ways of expressing thanks and gratitude to those who serve HFC with their efforts.

Volunteering Information - Need to Know Facts

Volunteer Sign-Up Form – This form is kept on file by the HFC office. Families are encouraged to fill out the form and also sign up on the “WhenToHelp.com” website for scheduling assignments.

Criminal History Verification Forms – A requirement for all volunteer positions, this form is kept on file in the HFC office and must be processed before volunteer hours can be performed.

Young Children Volunteering – Parental supervision is required for young children performing volunteer service.

Recording Volunteer Hours – A volunteer notebook with log-in forms is located in the outside of the HFC Business office. Families are responsible for logging their hours by noon of Friday each week. Information must be filled in completely and legibly for hours to be credited.

Tracking Volunteer Hours – The volunteer log-in forms are collected weekly and the recorded hours are entered in the HFC database to credit each family for their service.

Confidentiality Contracts – Volunteers (adult and student) who serve ES’s and Teachers will be required to read and sign a Confidentiality Contract that clarifies the requirements of performing as assistants to those positions.

PAT Membership – All parents of HFC students are automatically PAT members and have the opportunity to attend PAT meetings where they can express concerns, ask questions, gather information about HFC, meet various committee members, etc. PAT meetings provide a great benefit to parents who are engaged in their school and invested in their children’s educational experience by serving as a vehicle for exchange of information and first round opportunities to sign up for most volunteering positions. ***PLEASE NOTE: Only those performing in an official capacity at PAT meetings may claim volunteer hours for attendance.***

Volunteers are also needed to work with the Board of Directors to ensure that HFC runs smoothly. The Board is looking for people who are interested in working on the following committees: Budget, Facilities, Marketing and Public Relations, Legislative, and Fundraising. People from all areas are needed to add their energies, ideas and dedication toward the improvement of HFC. Please contact the Board or Board President Scott Denham through email for more information.

Search and Seizure

Schools have a responsibility to maintain order, discipline and a safe environment. Students at HomeSource Family Charter have a legitimate expectation of privacy. In order to balance the school's responsibilities and the students' expectations, HFC has established parameters that specify the manner in which searches of students' persons, possessions and lockers will be conducted.

Search of School Equipment

Lockers, desks and other school equipment are the sole property of the Charter. Students are allowed to use this equipment as a convenience. Students are required to properly care for school equipment, and may not use it to store dangerous or illegal items. School personnel with the authorization of the Executive Director may conduct a routine inspection of school equipment used by students. A special inspection of an individual locker or desk may be made when there is a reasonable suspicion that illegal or dangerous items, or items that are evidence of violation of a school rule, are contained within that school equipment. The Executive Director or designee and an additional staff member will conduct the search.

Search of a Student's Person or Personal Property

The search of a student's person or personal property, including automobiles parked on HFC property or off-site venues, may be made at any time there is reasonable suspicion that the student is displaying evidence of an illegal act or violation of a school rule. The Executive Director or designee and an additional staff member will conduct the search. The degree of intrusion shall be consistent with the objectives of the search. Factors to be considered in determining the degree of intrusion include: (1) the student's age or sex, (2) the nature of the suspected or known infraction, and (3) the intensity of the search necessary to eliminate the illegal act or violation.

Notice to Students and Right to Attend Search

In any search of school equipment assigned to students, or in any search of students' property, students shall be given the opportunity to be present when the search is conducted, unless the students are not in attendance or there is reason to believe that their presence would endanger their health and safety or that of others.

Seizure of Illegal Items

Illegal items such as firearms, dangerous weapons, illegal drugs and drug paraphernalia, or other possessions reasonably determined to be a threat to the safety or security of others, or those items which may be used to disrupt or interfere with the educational process, such as electronic devices, or those items which constitute evidence of a violation of school rules, may be seized by school officials. Any dangerous illegal weapon may be turned over to a law enforcement agency. Other items, which may be used to disrupt or interfere with the educational process, may be returned upon completion of a conference with the parents/guardian of the student believed to be the owner or possessor of such items. Parents/guardian will be notified whenever any illegal item is removed from a student's

possession or locker, unless the notification would unduly interfere with the investigation of a law enforcement agency.

Searches by Civil Authorities

HomeSource Family Charter officials are obligated to cooperate with civil authorities who allege they have probable cause to conduct a search or when presented with a properly executed search warrant. The Executive Director or designee will witness searches conducted on school grounds by civil authorities.

Alcohol and Drugs

Parents/guardians, students, faculty members, and staff at HFC share the responsibility for protecting the learning environment by exemplifying high standards of professional and personal conduct. Substance abuse is a significant problem within our society; it also creates problems within our schools. Substance abuse represents a health danger to students, contributes to behavior problems, and frequently impairs academic performance. The responsibility for treatment for substance abuse rests with the student and the student's parents/guardians. The school has the responsibility to attempt to maintain a drug-free school environment, and to provide educational services and programs that encourage the prevention, intervention and treatment of substance abuse.

HomeSource Family Charter maintains a "Drug Free School Policy". The sale, possession, use or handling of alcoholic beverages, narcotics or dangerous drugs or chemicals is forbidden on school premises, off-site premises or school sponsored event at any time. Use can also be defined as being under the influence of alcoholic beverage, narcotics, or dangerous drugs or chemicals without a valid prescription. Possession, sale or distribution of drug paraphernalia or "lookalike" substances is prohibited. In addition, students, parents/guardians, volunteers, or employees who come to school or school-sponsored activities under the influence of alcoholic beverages, narcotics or dangerous drugs are also in violation of school policy. Students who violate the school's alcohol and drug policy will be subject to school discipline, including suspension and expulsion, and may be subject to law enforcement action. Parents/guardians and volunteers in violation may be subject to law enforcement action and could result in removal from HFC properties and events. Employees in violation may be subject to law enforcement action and may result in immediate discharge. Student and employee discipline may include the completion of an appropriate rehabilitation program and consent to regular drug testing.

Tobacco

Oregon law prohibits minors from possessing tobacco products and schools from permitting any person less than 18 years of age to possess tobacco products while present on school grounds, in school buildings, at off-site class venues, or while attending any school-sponsored activity. To comply with the law, and to meet its responsibility to promote healthy lifestyles for students, HFC prohibits the possession or use of tobacco products by students, in any school building or posted area. The policies also prohibit student possession or use of tobacco products at school-sponsored activities. To align itself with schools within Oregon, HFC also designates all HFC properties to include buildings, parking lots, off-

site class venues, and all school sponsored activities as “Tobacco Free Zones” with the use of tobacco prohibited in such places.

Dangerous Weapons, Violence, Crime

Providing a safe, secure learning environment for students is one of HFC’s primary missions. Any threat to the safety of students and staff members is taken very seriously. Therefore, student possession of weapons at school, in school vehicles, or at school activities will have very serious disciplinary and/or legal consequences. In addition, the school will facilitate appropriate counseling intervention for students possessing weapons, or threatening to use weapons against persons or property.

Federal Gun-Free Schools Act

Federal law requires that any student who brings a firearm to school must be expelled for not less than one calendar year. According to federal law, a "firearm" includes handguns, rifles, BB guns, pellet guns, explosive devices, many fireworks, poison gases, and a variety of weapons parts. In addition, Oregon law states that anyone who possesses a dangerous weapon in a public building has committed a Class C felony.

Joint Agreement: School Safety in Bethel-Eugene-Springfield

In an effort to maintain safe and secure schools, the Bethel, Eugene and Springfield school districts have agreed to abide by the following consistent set of policies and rules to respond to violence and crime on or near school property and to prevent violent acts and criminal activities from occurring on school property. These policies and rules will also be followed by HFC. The Charter’s goal is to present a consistent approach with area schools and districts in response and prevention within the HFC areas of operations.

Dangerous Weapons and Firearms

1. No person, with the exception of law enforcement officers or those authorized by the district superintendent, shall have possession of a loaded or unloaded firearm, dangerous weapon, or a replica of a dangerous weapon, nor transfer possession of such a weapon to another person on HFC property, off-site HFC class properties, or at HFC sponsored events that occur off of school property.
2. A dangerous weapon is defined as “any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or physical injury.”
3. Weapons include but are not limited to firearms, knives, metal knuckles, straight razors, explosives, noxious and irritating or poisoning gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents/guardians, or patrons.

4. Any student who has possession of a loaded or unloaded firearm or transfers possession to another is in violation of these policies and will be subject to discipline and will automatically receive an expulsion hearing.
 - a) Possession of a loaded or unloaded gun, which is readily capable of causing death or serious injury, within the jurisdiction of the school.
Consequence: Expulsion hearing and law enforcement agency contact.

5. Any student who has any other dangerous weapon in his or her possession will be subject to discipline, including but not limited to suspension and expulsion:
 - a) Threatening and/or assaultive behavior with or while possessing a weapon.
First Offense: Administrative discretion 1-10 day's suspension or expulsion hearing.
 - a) Possession of weapons, or replica/look-alike weapons.
FIRST OFFENSE: Administrative discretion to suspend for up to 10 days or recommendation of expulsion hearing.
SECOND OFFENSE: Administrative discretion to suspend for up to 10 days or recommendation of expulsion hearing.
THIRD OFFENSE: Expulsion hearing.

6. The appropriate law enforcement agency may be informed of the identity of any person who violates this policy.

Exception to this policy: The Executive Director may authorize persons other than law enforcement personnel to possess weapons for courses, programs and activities approved by HFC and conducted on HFC property or sanctioned events. Non-functional “replica weapons” may be used for drama productions under supervision of the course instructor

Vandalism

1. HomeSource Family Charter will attempt to recover the actual cost of repair or replacement of school property vandalized or intentionally or recklessly destroyed by any person from that person or the person's parents, if a student, or, if these attempts are not successful, through legal action. Appropriate legal action will be pursued at the discretion of the administration.
2. Any student found to be guilty of vandalism or intentional or reckless destruction of school property will be subject to discipline up to and including suspension and expulsion.

Depending on the severity of the incident and the number of prior offenses, consequences range from a conference between the student and Executive Director or the Executive Director's designee, to an expulsion hearing and referral to law enforcement agency.

The appropriate law enforcement agency will be informed of the identity of any person who violates these policies and will be asked to take appropriate legal action.

Gang Activity

1. The presence of members of gangs and gang activities on school property or at school-sponsored activities that occur off of campus is likely to cause a substantial disruption or material interference with school and school activities.
2. A group of two or more students whose purposes include the commission of illegal acts may be considered a “gang.”
3. The following gang activities are prohibited in schools or at school activities: the wearing or displaying of clothing or other objects that are commonly considered evidence of membership in or affiliation with any gang, commission of acts or speech that indicates membership in or affiliation with a gang, or solicitation of others for membership in a gang.
4. Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion.

Note: Depending upon the severity of the incident and the number of prior violations of this policy, consequences range from a conference between Executive Director or designee and student to an expulsion hearing and referral to law enforcement agency.

Coercion and Assault or Threats

1. No student shall assault or threaten to harm another person or use coercion by threats or force to obtain money or other property, or force any person to do any act against the will of that person.
2. Assault means intentionally, knowingly, or recklessly causing injury to another.
3. Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion, and may be required to undergo appropriate counseling intervention.

Note: Depending upon the severity of the incident and the number of prior violations of this policy, consequences range from a conference with the Executive Director or designee and student to an expulsion hearing and referral to law enforcement agency for appropriate legal action.

Theft

1. No student shall steal or attempt to steal school property or any individual’s private property on school property, off-site class properties or during a school activity, function, or event that occurs off of school property.
2. Steal means that, with intent to deprive another of property, a person takes or withholds such property from another or extorts or takes the property by deception.

3. Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion.

Note: Depending upon the severity of the incident and the number of prior violations of this policy, consequences range from a conference with the Executive Director or designee and student to an expulsion hearing and referral to law enforcement agency for appropriate legal action.

Cooperation with Law Enforcement Agencies

School officials have a dual responsibility. They must safeguard the rights of students and even represent students in certain situations. They also must cooperate with law enforcement officers in the legitimate pursuit of their duties.

Investigations by Law Enforcement Officers

Police officers investigating a case involving an illegal act in which a student may be involved or about which the student may have information shall contact the Executive Director or designee before any effort is made to question a student at school during school hours.

Contacting Parents/Guardians

Investigations Related to Illegal Acts that Occur Off Campus and are not School Related: Prior parent/guardian contact is not required for a law enforcement officer to interview a student who may be a witness to an illegal act. If a law enforcement officer intends to question or arrest a student related to alleged involvement in illegal acts that occur off campus and are not school related, the Executive Director or designee will make every reasonable effort to contact the parent/guardian, unless notification would hinder the investigation (such as child abuse cases). If the Executive Director or designee is unable to reach the parent/guardian, the officer shall not be delayed while additional attempts at notification take place. The parent/guardian should still be notified of the law enforcement contact after it has occurred if not available.

Investigations Related to Violations of School Policies and Rules: The Executive Director or designee may involve a law enforcement officer in investigating violations of school policies and rules, including student interviews, without first contacting the parent/guardian. However, if during the investigation a student becomes a focal point of an illegal act, then it is the responsibility of the Executive Director or designee to make every reasonable effort to contact the parent/guardian as soon as possible.

Questioning of Students

The law enforcement officer will observe all the procedural safeguards prescribed by law and by the officer's employer when questioning a student. The Executive Director or designee will always be present when a student is being questioned as a suspect in a crime, unless their presence would hinder the investigation (such as child abuse cases).

Taking a Student from the School

A law enforcement officer or DHS official may, with proper legal authority, remove a student from campus. The Executive Director or designee will immediately make an attempt to contact the parent/guardian unless the investigating authority declares that notification will hinder the investigation (such as child abuse cases).

Policies

The following policies are written to help define boundaries for students, parents/guardians and staff in order to establish a safe and nurturing learning environment for students. The full policies are available upon request.

Complaint Policy-KL

Complaints are ideally handled and resolved as close to their origin as possible. The proper channeling of complaints is as follows:

1. The individual(s) named in the complaint
2. HFC Executive Director or designee
3. HFC Board of Directors or designee
4. Bethel School District Superintendent or designee

If the complaint is not handled satisfactorily at any one level, the complaint may proceed to the next level. If the complaint involves the Executive Director, the complaint may proceed directly to the HFC BOD (*Please see Complaint Procedure section of handbook*).

Freedom of Expression-IB

Students have a general right to freedom of expression within the school system. HomeSource Family Charter (HFC) requires, however, that students exercise their rights fairly, responsibly and in a manner not disruptive to other individuals or to the educational process.

Harassment-Student-JFCF

Harassment, (including intimidation, bullying, hazing, menacing, and cyberbullying) will not be tolerated at HFC, on the area immediately next to school grounds, at off-site classes, activities, programs, events, internships, or field trips sponsored by the school. Additionally, incidents of harassment that interfere with or disrupt the educational process are prohibited. Any harassment noted by employees, patrons, parents, students or guardians shall be investigated and dealt with quickly and effectively.

Student Conduct Code-JF

HomeSource Family Charter staff, students, and their families will work as a team to achieve the desired educational goals and objectives. When students, by their actions, words, or deeds, do not follow the standards in the student conduct and discipline code, there will be a consequence dispensed. The goal

of these consequences is to encourage students to change their behavior. If the consequences are ineffective, then the district may authorize the suspension and/or expulsion of the students (*Please see Discipline section of handbook*).

Religious Instruction-JFCFB

By federal and state law, schools must take a neutral position concerning religion. HomeSource Family Charter cannot favor one religion or all religions or prefer believers to nonbelievers. However, HFC may provide instructional activities relating to historical and cultural aspects of religion under the following circumstances:

1. The activity reflects a clearly secular purpose
2. The activity must have a primary effect that neither advances nor inhibits religion
3. The activity avoids excessive entanglement with religion

If the Executive Director permits student discussion groups to meet on school premises, they may meet when the facilities are not being used for school purposes.

Religious Discrimination

Religious discrimination or harassment will not be tolerated at HFC, on the area immediately next to school grounds, on school-provided transportation, or at any official school bus stop, activity, program, event, internship, off-site class or trip sponsored by the Charter. Additionally, incidents of religious discrimination or harassment that interfere with or disrupt the educational process are prohibited. All religious discrimination or harassment allegations shall be investigated and dealt with quickly and effectively. *“Religious Discrimination or Harassment”* means unwanted behavior of a nonverbal, verbal, written, graphic, sexual or physical nature related to religion, spiritual practice, or the absence of one, specifically atheism or not. Examples of religious harassment include, but are not limited to the following conduct:

- Interferes with an individual’s work or school performance
- Creates an intimidating, hostile, or offensive school or work environment
- Includes religious slurs regardless of intent, gestures, insignias, acronyms, attempt to convert, name-calling or symbols that make an individual feel threatened, excluded or uncomfortable

Discrimination-GBA

Equal employment opportunity and treatment shall be practiced by the HFC regardless of race, color, religion, sex, sexual orientation¹, national origin, marital status, age, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

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

Graduation Requirements-IKF

See HomeSource Family Charter's Graduation Requirements.

Reporting of Suspected Child Abuse –JHFE

Suspected Child Abuse will be reported to authorities through prescribed channels.

Reporting Requirements Regarding Sexual Conduct with Students-KL

HomeSource Family Charter will not tolerate sexual conduct by HFC school employees and volunteers, as defined by Oregon law.

Administering Medication to a Student- JHCD

HomeSource Family Charter's policy for administering medication to a student.

Complaint Procedure and General Information

HomeSource Family Charter believes that students, parents/guardians, employees and community members may have disagreements but individuals are encouraged to attempt to resolve them through direct contact/communication (i.e. between parent and teacher, between parent and Executive Director, etc.). In order to protect both the individuals and HFC *please* follow the process below if disagreements cannot be resolved through direct contact/communication:

Step 1: Informal Complaint Process

If a student, parent/guardian, employee or community member feels that their complaint has not been resolved:

- He/she (complainant) can lodge a verbal or written complaint to the Executive Director.
- The Executive Director will provide the complainant with a copy of the Complaint Policy and Administrative Rule and Complaint Form.
- The Executive Director will consider using a facilitator (counselor) in resolving the dispute.
- The Executive Director will conduct an investigation to attempt to resolve the complaint.
- The Executive Director will respond orally within 15 calendar days. However, if complaint was submitted in writing, the Executive Director will respond in writing.

If the complaint involves the Executive Director and the complainant does not feel comfortable speaking to the Director, the complainant may choose to submit a complaint directly to the HFC Board of Directors within 10 days of the direct communication attempt.

Step 2: Formal Complaint Process at the HomeSource Family Charter Board of Directors Level

If the complainant is dissatisfied with the decision at the school level the following shall occur:

- The individual may submit a formal **signed** complaint form to the Charter’s Board of Directors, in care of the President within 10 calendar days of the initial finding (unless unforeseeable circumstances prevent this).
- The Executive Director is responsible for providing the board with copies of the complaint and his/her findings.
- The Board will investigate the complaint and develop findings.
- As part of the investigation, the Board may invite the involved parties to a conference in order to resolve the dispute.
- If the Board decides to provide the complainant(s) with an opportunity to be heard, the date will be set and concerned parties will be notified. If the complaint involves the Executive Director, a parent/guardian, a student or an employee, the meeting will be held in Executive session (closed board meeting) as provided in ORS 192.660(1) (b). A parent/guardian, student or employee may request their grievance be heard in open session.
- A decision will be reported within 30 calendar days of the board hearing. This decision will also be filed with the Superintendent of Bethel School Board.

Step 3: Formal Complaint Process at Bethel School Board Level

If the complainant is dissatisfied with the decision of the Charter Board of Directors, the following shall occur:

- The individual may, within 10 calendar days of the written decision, file a written signed complaint with the Bethel School District Board of Education, in care of the Superintendent or designee.
- The Charter Board of Directors will provide the Bethel Board with copies of the complaint and their findings.
- The Bethel Board will investigate the complaint and develop findings.
- As part of the investigation, the Bethel School Board may invite the involved parties to a conference in order to resolve the dispute.
- If the Bethel School Board decides to provide the complainant(s) with an opportunity to be heard, the date will be set and concerned parties will be notified.
- If the complaint involves the Executive Director, a parent/guardian, a student or an employee, the meeting will be held in Executive session (closed board meeting) as provided in ORS 192.660(1) (b). A parent/guardian, student or employee may request their grievance be heard in open session.
- A decision to uphold or reverse the previous decision shall be given within 30 calendar days of the Board hearing.

Complaint Review Committee

The Board of Directors will assign a committee of no less than three Board members to annually review all formal complaints filed with the Charter and ensure they have been resolved to the best of the Charter’s ability. These reviews and findings are to be in written form, dated and filed so they may be made available, in confidential form, to the Bethel School District and any interested party.

Formal Complaint Made Directly to Individual Board Members

When a complaint about a student, a parent/guardian or employee is made initially to a board member individually, the complaint process shall be explained to the person and that person shall be given a copy of the Complaint Procedure and Administrative Rule Policy. The individual board member may *not* discuss the complaint with the person.

The complainant will then be encouraged to follow the complaint procedures described above.

Prohibition of Retaliation for the Filing of a Complaint

While the Executive Director investigates the incident, the parties involved will be informed that no reprisal or adverse action will occur as a consequence of initiating a complaint. Any form of retaliation for the filing of a complaint or for participating in an investigation or inquiry will be subject to immediate disciplinary action.

Racial or Religious Harassment Complaint

While the Executive Director investigates the **racial or religious** harassment incident, the parties involved will be informed that no reprisal or adverse action will occur as a consequence of initiating a racial or religious harassment complaint.

- Federal and state laws strictly forbid any form of retaliation against a complainant or other involved parties in connection with the filing of a racial or religious harassment complaint.
- Any form of retaliation for the filing of a complaint or for participating in an investigation or inquiry will be subject to immediate disciplinary action.

Filing a False Complaint

This is not to be confused with an unsubstantiated complaint. The Charter recognizes that a complaint may be valid even if it cannot be proven.

- It is the Charter's intent and commitment to take all complaints seriously, and to undertake a thorough investigation and provide a timely and reasonable response.
- It is equally important that the complainant understand the seriousness of allegations.
- The intentional filing of a false complaint is a serious matter that may result in disciplinary and/or legal action against the false reporter.

Other Possible Complaint Avenues

Complainants may, at any time, contact the Office for Civil Rights in Seattle, Washington at 206-220-7900 or the Oregon Department of Education in Salem, Oregon at 503-378-3600, regarding any complaints or concerns with Bethel School District, its employees, or any agents of the district.

HomeSource Family Charter

1110 Fairfield Avenue, Suite 100, Eugene, OR 97402
541-689-9959 Fax 541-689-1051

Complaint Form

For assistance in filling out this form, please contact the HomeSource Family Charter Office at 689-9959

Name _____ Phone _____

Address _____

Do you register this complaint as a:

- parent or guardian
- student
- employee
- community member
- spokesperson for a group or organization

Nature of complaint:

- against an employee
- for violation of policy
- for violation of State standards
- for racial or other forms of harassment
- other _____

If, as a spokesperson for a group or an organization, please identify the group: _____

What is the nature of your complaint? Please be specific. *(Feel free to attach additional pages.)*

Have you discussed this matter with the person(s) involved? _____

Have you discussed this matter with the Executive Director? _____

Do you have a personal knowledge of the situation you have described above? _____

If not, what is the source of your information? _____

What remedy are you seeking? _____

Date _____ Complainant Signature _____