

Annex Charter School Parent-Student Handbook Agreement 2026-2027



Annex School Mission Statement

*To provide quality instruction, to create
well-mannered & well-educated citizens.*

This handbook has been developed to give you and your student a better understanding of school policies, procedures, and expectations for students' behavior, along with the day-to-day operational procedures. Parental involvement plays a crucial role in our students' success. I am confident that with our collective efforts, we will continue to see positive outcomes and make a lasting impact on our school community. Together, we can create a strong partnership that benefits our students academically and emotionally. Please join us in reading and discussing this handbook with your student. Thank you for all you do to support our students and each other. The Annex Staff looks forward to working with your child this year.

Sincerely,

Kim Voile

Annex Charter School
Superintendent/Principal

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Table of Contents

Admission
Attendance
Asbestos
Bus
Communicable Diseases
School-Related Communication
Computer/Network Use
Discipline & Student Conduct
Dress Code
Drug, Alcohol, & Tobacco Policy
Early Entrance Policy
Emergencies or Illness
Emergency Closures
Enrollment
Field Trips
Food Service
Foster Students
Grades & Report Cards
Harassment/Bullying/Cyberbullying
Health Certificates/Immunizations
Homeless
Homework
Medications
On-Line Policy
Personal Electronic Devices
Promotion/Retention
Releasing/Picking Up Students
Resource Services
School Closures
School Hours
Searches
Students with Disabilities
Students Rights and Responsibilities
Threats of Violence
Weapons in School

PARENT'S RESPONSIBILITIES

- Understanding of rules and expectations of the school
- Encourage regular attendance
- Provide a place, time, and assistance with homework
- Assure your child is prepared for school each day.
- Support the school in the effort to teach appropriate student conduct, self-discipline, and effort.

THE SCHOOL'S RESPONSIBILITIES

- Assure students an environment that is conducive to learning for all.
- Provide qualified teachers
- Assure parents are informed of reasonable rules and procedures governing student behavior and attendance.
- Comply with the laws of the State of Oregon.
- Provide reasonable safeguards for the protection of the health, safety, and welfare of our students.
- Inform parents of upcoming events involving the school.
- Provide a staff that serve as positive role models for student conduct.

STUDENT'S RESPONSIBILITIES

- Attend school regularly and on time.
- Be considerate of the rights and properties of others.
- Come to class prepared.
- Show respect for staff and fellow students.

RIGHTS OF THE STUDENTS

- The right to receive a great education.
- The right to be treated with fairness and respect.
- The right to feel a sense of belonging and safety.

ADMISSION

- A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition, and other eligibility prerequisites for admission as outlined in Oregon state law, Board policy, and administrative regulations.
- In-district students will receive priority.
- Students and their parents should contact the office for admission requirements. The district shall deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

- The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.
- Alternative education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

ATTENDANCE

School Board Policy (JEA):

- School attendance is essential to maximize your child's learning! It is the student's responsibility to maintain regular attendance in all assigned classes.
- Except when exempted by Oregon Law, all students between the ages of 6 and 18 who have not completed the 12th grade are required to regularly attend a public full-time school during the entire school term.
- All students five years of age or older who have been enrolled in a public school are required to attend regularly while enrolled in the public school.
- Persons having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, are required to have the student attend and maintain the child in regular attendance during the school term. Persons having legal control of a student who is five years of age and has enrolled the child in a public school are required to have the student attend and maintain the child in regular attendance during the school term.
- Under the superintendent's direction and supervision, attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Failure to send a student and to maintain a student in regular attendance is a Class C violation.
- The district will develop procedures for issuing a citation.
- A parent who is not supervising his/her student by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.517 (1)(c). Failing to supervise a child is a Class A violation. Classroom attendance is taken at the beginning of each class period. Whenever a student is absent from school, we ask that the parent call the office to alert us of the absence. In order to maintain an accurate account of student attendance, we must have a written excuse or a phone call from a parent or guardian excusing the absence. Please call the school office 541-262-3280 by 8:00 AM.
- If a student has an upcoming appointment or other valid reason for being absent from school, a note from home at least one day in advance stating the reason for the absence, date to be absent and the parent's signature will be necessary to obtain a pre-arranged absence.

- Examples of absences that should be pre-arranged are: funerals, family assistance, doctor/dental appointments, etc.
- Absence for vacation trips, hunting, basketball tournaments, etc. cannot be classified as emergencies and therefore must be arranged in advance or they will be considered unexcused.
- All homework from pre-arranged absences will be due to the teachers the day they return to school.
- If the grading period is coming to an end while the student is absent then all work from pre-arranged absences will be due to the teacher before the student leaves.
- If your child is absent for an extended period of time due to medical reasons, documentation from a licensed medical professional will need to be brought into the school.
- If the office has not received a note or phone call within two (2) school days of a student's return to school, the absences will remain unexcused and will be treated as any other unexcused absence.

Absence from school or class will be excused according to the Board Policy under the following circumstances:

- Illness of the student
- Illness of an immediate family member when the student's presence at home is necessary;
- Emergency situations that require the student's absence;
- Field trips and school-approved activities;
- Medical/dental appointments. Confirmation of the appointments are required;
- Other reasons deemed appropriate by the school administrator such as church-related activities, driver's license exam, work at home, hunting or vacation trips when satisfactory arrangements have been made in advance of the absence.

[oregon revised statutes - school attendance](#)

ASBESTOS

School Board Policy (EBAE):

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

BUS

The cooperation of parents and their children with the Annex School District is essential to promote safe and efficient school bus transportation.

Rules of Student Conduct on the Bus

Riding the school bus is a **privilege**, not a right. Students can keep this privilege by maintaining appropriate behavior while waiting for the bus, loading, riding, and unloading. Proper conduct is crucial as it contributes to the safety of everyone.

School Board Policy (JECB):

The Annex School District is not required to provide transportation outside of district boundaries. Transportation provided beyond district boundaries is offered as a courtesy and is subject to district resources and operational needs.

Students who reside outside the district may use existing district bus routes and transportation services. Families may be required to transport their student(s) to and from designated community bus stop locations.

In the event the district is only able to operate one bus route due to unforeseen circumstances, families will be notified through the district's electronic notification system. Parents/guardians may utilize the district's Alternate Bus Route Plan (available at the link below) or provide transportation for their student to and from school on those days.

[!\[\]\(2b376d1a92330ab09dad2665d2f89bf5_img.jpg\) Community stops & Inclement weather updated 08/2026.docx](#)

While Riding a School Bus, Students Will:

- *Obey the bus driver at all times*
- *Not throw objects*
- *Not have in their possession any weapon as defined by Board policy*
- *Not fight, wrestle*
- *Not stand up and or move to other seats while bus is moving*
- *Not extend hands, feet, heads or objects from the windows or doors*
- *Use emergency exits only as directed by the driver*
- *Not damage school property or the personal property of others*
- *Not threaten or physically harm anyone*
- *Not do any disruptive behavior which might cause the driver to stop and reestablish order*
- *Not make disrespectful or obscene statements*

- *Not possess and or use/tobacco, alcohol or illegal drugs including paraphernalia and vapes.*
- *Not eat or chew gum*
- *Not carry glass containers or objects onto the bus*
- *Accept assigned seats*
- *Stay away from the bus while moving*
- *Be at the bus stop on time for scheduled pick up.*

****Violating the above safety regulations carries severe consequences, as non-compliance directly threatens public safety.****

Discipline Procedures for Violations on District-Approved Student Transportation

Each year the district will issue the procedures to all students and parents accompanied by a form to be signed as an acknowledgment of being read and understood. The district will provide interpretation to those students/parents whose primary language is not English.

First (1) Citation:

Warning: The driver verbally restates behavior expectations and issues a warning citation.

Second (2) Citation:

The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.

Third Citation (3):

The student receives a 3- to 5-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor, and the principal. At this time, a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

Severe Violations:

Any severe violation will result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-year expulsion. There will be a hearing at this time, arranged by the superintendent, involving the student, the bus driver, the transportation supervisor, the parent, and the superintendent. All citations must be signed by the parents, the bus driver, and the superintendent before the student will be allowed to ride the bus again.

Definitions:

"Suspension" means any disciplinary removal, other than expulsion, for up to 10 school days.

"Expulsion" means any disciplinary removal beyond 10 school days up to one calendar year.

Video Cameras on Buses

Notice to students and parents regarding the use of video or audio recorders on the school buses: The District has installed video and audio recording equipment on all school buses to monitor school transportation and will be videotaping and recording bus routes at random during the school year. The superintendent will review the video if evidence of student misconduct has been reported.

COMMUNICABLE DISEASES

School Board Policy:

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. Students with certain communicable diseases are not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by the school principal. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated.

These diseases include: chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections* and tuberculosis. Parents with questions should contact the school office.

Please make sure we have current phone numbers for you at home, work, and emergency backup phone numbers in the in the event that someone needs to be reached in an emergency situation.

COMMUNICATION FOR STAFF AND FAMILIES

To ensure consistent, secure, and effective communication, all school staff will use the ParentSquare platform for school-related communications. Families are encouraged to use ParentSquare as their primary method of communication with school staff.

To protect the privacy of students, families, and employees, please avoid using personal cell phone numbers, text messages, or personal email accounts for school-related communication whenever possible.

COMPUTER USE

Students will not be allowed access to district electronics until signed permission has been obtained. Please see download below:

ANNEX SCHOOL DISTRICT TECHNOLOGY CONSENT AND WAIVER AGREEMENT

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals.

- Personal use of district computers, including email access, is strictly prohibited.
- Earphones will be used only with teacher's permission.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

- 1.** Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography, or, with respect to the use of the computers by students, harmful to students;
- 2.** The online activities of students are monitored;
- 3.** Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications;
- 4.** Unauthorized access, including so-called "hacking" and other unlawful activities by students online, is prohibited;
- 5.** Unauthorized disclosure, use, and dissemination of personal information regarding students is prohibited;
- 6.** Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district's system

comply with Board policy, administrative regulations, and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers, are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail systems.

Consequences for Violations of this Policy:

- Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access **up to and including** permanent loss of privileges.
- Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
- Students who have their computer privileges suspended will be given computer-related assignments in an alternative format. Ex. Paper copy.

DISCIPLINE AND STUDENT CONDUCT

School Board Policy (JG):

We will encourage students at Annex Elementary School to be good citizens and to exhibit responsible behavior. We believe that to be good citizens, students should demonstrate the following character traits:

- **Responsibility:** Carrying out a task carefully and thoroughly, proving you can be counted on, depended on, or trusted.
- **Respect:** Honoring people, self, property, animals and environment.
- **Safety:** Avoiding actions that endanger themselves or those around them.

Discipline is not punishment. Discipline aims to institute and maintain study conditions free from disruptive behavior. Based on respect and welfare for individuals and the group, discipline should develop the ideals, attitudes, and habits required for success in school. The following is a general guideline of consequences. Modifications may be made according to the needs of the individual child and his/her family in consultation with school administration and other personnel as appropriate. Alcohol, drug, and tobacco violations follow a different set of consequence guidelines as outlined in the "Drug, Alcohol, and Tobacco Policy" in this handbook.

Step 1: Parents contacted by the students and teacher, may have teacher-imposed consequences. Minor Incident Report form (Notice of Concern) completed and submitted to the office.

Step 2: Parents, contacted by the student and the teacher, may have teacher-imposed consequences. Minor Incident Report form (Notice of Concern) completed and submitted to the office.

Step 3: 1st Major Incident Report (Office Referral)--1-2 days noon detention, meeting with administrator/counselor, parent contacted.

Step 4: 2nd Major Incident Report (Office Referral)--3 days noon detention, meeting with the administrator/counselor, the parent contacted

Step 5: 3rd Major Incident Report (Office Referral)--1- 2 days in-school suspension, meeting with administrator/counselor, parent contact possible conference with an administrator, counselor, classroom teacher(s), parents, and student to initiate a behavior contract or plan.

Step 6: 4th Major Incident Report (Office Referral)--1-2 days out of school suspension, meeting with administrator/counselor, parent contact possible conference with an administrator, counselor, classroom teacher(s), parents, and student to initiate a behavior contract or plan.

Step 7: 5th Major Incident Report (Office Referral)--3 days out of school suspension, meeting with administrator/counselor, parent contact possible conference with an administrator, counselor, classroom teacher(s), parents and student to initiate a behavior contract or plan.

Step 8: 6th Major Incident Report (Office Referral)--Up to 5 days out of school suspension, meeting with administrator/counselor, parent contacted, possible **conference with administrator, counselor, classroom teacher(s), parents and student.**

Step 9: 7th Major Incident Report (Office Referral)--Multiple days out of school suspension pending administrative review board, meeting with administrator /counselor, parent contacted, recommendation for expulsion to the **Annex School District Board of Trustees**

NOTE: *Discipline steps accumulate throughout the school year. Certain incidents may skip steps based on severity; this is at the discretion of Administration.*

DRESS CODE

School Board Policy:

All students are encouraged to present a neat and clean appearance at school and during school related activities.

The following list includes (but is not limited to) non-acceptable items:

- No holes above the knee, including pants, shorts and shirts.
- No undergarments may be showing.
- Clothing must cover the stomach and back when standing and sitting.
- No "see through" clothing Tank tops must have a minimum 2" strap.
- No racer backs, muscle shirts, spaghetti straps or crop tops

- Shorts must have at least a 4" inseam.
- No Spandex shorts
- Leggings may only be worn if your bottom is covered, front and back.
- Dresses or skirts must be worn no shorter than 2 inches above the knee.
- No clothing directly or indirectly promotes the use of alcohol or drugs.
- No clothing with vulgarity, profanity or inflammatory language permitted
- No blankets, pajamas/sleepwear
- Hats and baseball caps in the classroom are up to teacher discretion.
- Hoods may not be worn indoors at any time

Certain activities may allow flexibility to this list, but approval must be arranged through the office and with faculty members in charge of these activities. If any adult determines the dress code has been violated, the student will immediately remove or change the article upon a request to do so. Failure to do so will constitute willful disobedience, and the student will be referred to the Superintendent.

DRUG, ALCOHOL, AND TOBACCO POLICY

School Board Policy:

Students will receive age-appropriate instruction on the use/abuse of drugs and alcohol. This instruction will sometimes be integrated into a health lesson or throughout other subject areas. The instruction will promote the clear message that alcohol, drugs, vapes and tobacco pose a special risk to young people by denying them the opportunity to develop physically and psychologically.

Students have a right to attend school in an environment conducive to learning. Since student drug, alcohol and tobacco use is illegal and harmful and interferes with both effective learning and the healthy development of students, the school has a fundamental legal and ethical obligation to prevent unlawful drug, alcohol, and tobacco use and to maintain a drug-free educational environment.

- Any person under the age of 18 possessing a tobacco or inhalant delivery system product violates state law and is subject to a court-imposed fine.
- Any person who distributes, sells, or allows to be sold, tobacco products or any substance sold to be smoked, vaporized, or aerosolized, in any form, a tobacco-burning or inhalant delivery system device, to a person under 18 years of age is in violation of state law and is subject to a court-imposed fine.
- Any staff member who has reason to suspect a student is in possession of, or under the influence of unlawful drugs, alcohol, vapes or other intoxicants, or tobacco on district property, on a school bus, or while participating in any district-sponsored activity, whether on district property or at sites off district property, will escort the

student to the office or designated area and will report the information to the principal or his/her designated representative.

- Clothing, bags, hats, and other personal items used to display, promote, or advertise tobacco products, inhalant delivery systems, alcohol, or unlawful drugs are prohibited on all district grounds, including parking lots, at school-sponsored activities, and in district vehicles.

Violation will result in the following:

- 1st offense - In-school suspension (one day)
- 2nd offense - In-school suspension (three days)
- 3rd offense - Out-of-school suspension (five days)
- 4th offense - Recommendation for Expulsion from school

At any grade or offense level, as either an alternative to or as a part of discipline, school or community service, and/or attendance and successful completion of cessation and/or education classes or behavior modification plans may be assigned at the discretion of the principal or designee. Attendance at such classes not offered by the district will be voluntary and any associated costs are the sole responsibility of the student and his/her parent/guardian. A referral to law enforcement and/or local public health authority may be made.

EARLY ENTRANCE

A student may be admitted into kindergarten if their fifth (5th) birthday is after September 1st and by November 15th, provided that the parent feels the child to be ready and may require the following, at the superintendent's discretion:

1. The parent provides a timely application.
2. The child passes a readiness test.
3. The child receives approval from the Superintendent.

The Superintendent will confer with the Kindergarten teacher before his/her decision

ENROLLMENT

The enrollment application process is available online on the school website www.annexsd.org. All new and returning students must enroll or update their enrollment for returning students for each new school year. Please note for future reference that our enrollment opens June 1st for the following school year registration process. At times, we may have classrooms that have lower numbers. If low numbers are projected, Annex will open enrollment to Oregon students outside of school attendance boundaries.

EMERGENCY MEDICAL TREATMENT

School Board Policy (EBBA):

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form. School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

[ODE English version "Guidelines of when to keep students home" symptoms based-exclusion chart](#)

[ODE Spanish Version](#)

ENROLLMENT

The enrollment application process is available online on the school website www.annexsd.org. All new and returning students must enroll or update their enrollment for returning students for each new school year. Please note for future reference that our enrollment opens June 1st for the following school year registration process. At times, we may have classrooms that have lower numbers.

FIELD TRIPS

- Parents are asked to sign a field trip permission section on the online registration portal at the beginning of each year; however, the teachers, before each trip, send a notification home.

- District policy allows only currently enrolled students to ride the bus.

- Chaperones will be supervising groups of students and must have a current, cleared background check as well as current fingerprint status.

Parents/guardians are welcome to join Annex during field trips if space allows. If a parent is not a chaperone, they will only be allowed to chaperone their own child. A parent who is not an approved chaperone and is joining the field trip may not ride the bus; however, they can meet the child at the field trip facility.

FOOD SERVICE:

Annex provides a free Breakfast and Hot Lunch program for all students. Meals are served 4 days a week. Students who cannot eat certain foods or drink milk for medical reasons need to bring a doctor's note.

FOSTER STUDENTS**School Board Policy (JEC):**

Students who are in foster care and who are placed in the district are residents of the district of origin, unless the court determines that attending in the district of residence is in the best interest of the student.

GRADES AND REPORT CARDS

Progress of a student's work is reported quarterly. The report card shows the student's progress in curriculum subjects as well as school behaviors.

The following marks are used for grades K-3 and specials

E=Excellent

S=Satisfactory

I= Improving

N=Needs Improvement

The following marks are used for grades 4-5, PE, and Music:

A=Excellent or superior accomplishment

B=Quality of performance

C=Normal standard of performance

D=Below the normal standard of performance

F=Insufficient accomplishment to warrant a passing grade.

HARASSMENT/BULLYING/CYBER-BULLYING**School Board Policy (JFCF-AR):**

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, and third parties toward students are strictly prohibited.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Students may also be referred to law enforcement officials.

"Cyberbullying" is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property to violate this policy.

Any harassment or cyberbullying through electronic communication (texts, emails, or social media such as Snapchat, Facebook, Instagram, etc) is prohibited at school.

If such activity occurs off school grounds during the school year, but creates a threatening or abusive educational environment for a student, it will be dealt with under the harassment/bullying policy. Any such activity will also be referred to the Malheur County Sheriff's Office for follow-up. Threats of violence against a school through electronic communication (texts, emails, or social media) will be promptly turned over to local law enforcement for investigation.

HEALTH CERTIFICATES AND IMMUNIZATIONS

Children 5-14 years of age must be immunized before entering school for the first time in Oregon. Immunizations are required for ***polio, measles, mumps, rubella, Hepatitis A, diphtheria, whooping cough, tetanus, Varicella and Hepatitis B.*** Children may be excused from immunizations with a medical exemption, including the required training for parents from the Oregon Health Authority. They may still enroll in school if they have a statement from their parents saying they will be immunized within thirty days.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons, the student should not be immunized. If a 42 medical exemption is chosen the parent under the Oregon Health Authority must do the required training. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

HOMELESS STUDENTS

School Board Policy (JECBD-AR):

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing. Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the school principal, the district's liaison for the homeless.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process. It is up to the individual teacher if they provide homework or not.

MEDICATIONS

School Board Policy (JHCD, JHCD-AR):

District-Administered Medication Requests for the district to administer medication shall be made by the parent in writing. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration, and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included. Written instructions of the parent which include the information above are required for all requests to administer non-prescription medication. This includes cough drops, cough syrup, neosporin, or any type of over-the-counter medication. Parents must bring these medications to the school, in person, in the original containers.

ON-LINE SCHOOL POLICY:

Annex School District will look at students as individuals when applying to attend on-line and reserve the right to accept or deny entry into an on-line learning program if it is not deemed in the best interest of the child.

Families of students and the student themselves have multiple responsibilities if online:

On the official start date provided to the parent, the student must attend orientation and begin completing school work daily as outlined in the student's course calendars. Parents must also attend a parent orientation session.

In order to maintain a student's enrollment, the parent must:

- Assure that a working phone and Internet connection (high-speed) are
- maintained at the location where the student is being educated at all times;
- Provide updated Proof of Residence and Enrollment Notification form for any and all parent or student address and phone number changes within 10 days (Failure to submit up-to-date proof of residency information may result in the removal of a student from Annex Charter School rolls).

- Monitor daily attendance and completion of coursework via the course delivery system. Attendance may be substantiated by course work completed as outlined by the teacher in each course the student is enrolled.

PERSONAL ELECTRONIC DEVICES

School Board Code (JFCEB):

Students will not possess personal communication devices such as cell phones, smart watches, etc. during school hours. Students are required to turn in these devices to their teachers, who will keep them until they are retrieved at the end of the day or left in their lockers.

School bus transportation is considered part of the school day. Students must keep cell phones and other personal electronic devices stored in their backpacks while riding the bus. Devices may not be used until students have arrived home or are no longer under school supervision.

Annex School District will not be responsible for any theft of or damage to a student's personal electronic device if the student chooses to bring the device in the school building.

Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules. Personal electronic devices used in violation of law, Board policy, administrative regulation or approved school rules will be confiscated, turned in to the school office, and returned to the student or parent following parent notification, conference, detention, suspension, expulsion (See the "DISCIPLINE" guidelines in this handbook) and/or referral to law enforcement officials as appropriate.

PROMOTION/RETENTION

The decision to promote or retain a child will be based upon what is best for the child upon reviewing data, including but not limited to attendance, daily work, grades, and assessment scores, as well as teacher and support staff observations. Parents will be informed of a teacher's intention to consider retention no later than spring parent/teacher conferences.

RELEASE OF STUDENTS FROM SCHOOL

School Board Policy (JEDB):

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before

allowing the student to leave. A student will not be released to any person without the approval of his/her guardian or as otherwise provided by law. We kindly ask parents to call the school office before **3:00 p.m.** if a student needs to be picked up early. Advance notice helps minimize classroom interruptions and supports student learning.

RESOURCE SERVICES

Title I-A – To provide supplemental instruction in subject areas as determined by the classroom teacher. This program will assist students who are slightly behind in Reading, math, and other subjects.

Title I-C – Migrant – Our District also provides services to children of families who move to follow work in agriculture or fishing and suffer disrupted education. This tutorial program works to raise the level of achievement for each migrant-status student.

Title III – Language Instruction for English Learners and Immigrant Students –To help ensure that English learners, including immigrant children and youth, attain English proficiency and develop high levels of academic achievement and assist teachers, administrators, and other school leaders in developing and enhancing their capacity to provide effective instructional programs.

LEARNING DISABILITIES

To provide supplemental and remedial support in all academic, perceptual, and some psychological areas, services are offered daily through A Malheur ESD Learner Specialist. All testing is performed for the district by ESD staff.

SPEECH/LANGUAGE/HEARING/PHYSICAL & OCCUPATIONAL THERAPY Services provided by Malheur County ESD personnel.

COUNSELING

Services provided by Malheur County ESD personnel.

SCHOOL CLOSURES

School Board Policy (EBCD):

In the event of hazardous or emergency conditions, the Superintendent, after consultation with the chairman of the Board of Directors, may close district schools or alter schedules to provide delayed openings of school and/or early dismissal of students as appropriate. An emergency message will be sent out using the school information system.

SCHOOL HOURS

School hours are from 7:45 AM until 4:00 PM each day. Students should NOT arrive at school before 7:45 AM or remain at the school later than 4:00 PM unless they are participating in a supervised activity.

SEARCHES

School Board Policy (JFG, JFG-AR):

District officials may search the student, his/her personal property, and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation, school rule, or the Student Code of Conduct is present in a particular place. Searches will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction. Strip searches are prohibited by the district.

Equipment, such as lockers belonging to the school district are loaned to students. Schools may insist that lockers be properly cared for and not used for the storage of illegal items. Students may be assured that the rights of the individual shall always be balanced with the needs of the school. In a search and seizure situation the following procedures shall be followed:

1. A search of the student's person should be limited to a situation where there is probable suspicion that the student is secreting evidence of an illegal act or school violation.

2. Illegal items (firearms, weapons, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the safety or security of the possessor or to others may be seized by school officials.

3. Items that could be used to disrupt or cause interference with the educational process may be temporarily removed from the student's possession.

4. A general inspection of school properties, including, but not limited to, lockers or desks, may be conducted regularly. Items belonging to the school may be seized.

5. The student shall be allowed to be present when a search of personal possessions is conducted if he/she is in attendance, and if there is no reason to believe that his/her presence would endanger

his/her health and safety, or unless such presence would circumvent the purpose of the search.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district. The student will generally be permitted to be present during the inspection. Items found that are evidence of a violation of law, policy, regulation, school rule or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate. If law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

STUDENTS WITH DISABILITIES

School Board Policy (JGDA/JGEA-AR):

When considering student disciplinary procedures that may result in the removal of the student, the district follows all special education procedures and ensures the parent and the student are afforded the procedural safeguards of the Individuals with Disabilities Education Act (IDEA) if:

- The student is receiving individualized education program (IEP) services;
- The student has not yet been identified as a student with a disability; the district had knowledge that the student had a disability and needed special education.

For a violation involving drugs, weapons, or the infliction of serious bodily injury, the district may remove a student with a disability from the student's current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 school days in a school year without regard to whether the behavior is a manifestation of the student's disability. This removal is considered a change in placement.

Student Rights & Responsibilities

School Board Policy (JF/JFA):

Among these student rights and responsibilities are the following:

- Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
- The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
- The right to due process of law concerning suspension, expulsion, and decisions that the student believes injure his/her rights;
- The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
- The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
- The right to privacy, which includes privacy with respect to the student's education records;
- The right to know the behavior standards expected, and the responsibility to know the consequences of misbehavior.

THREATS OF VIOLENCE

School Board Policy (JFCM):

Student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on district property or other school activities. Parents and others are encouraged to report such information to the district. Students threatening others or damaging school property shall be subject to disciplinary action up to and including expulsion.

WEAPONS IN SCHOOL

School Board Policy:

Students shall not bring, possess, conceal or use a weapon on district property. This includes a dangerous weapon such as device, instrument or substance which could cause serious injury or death. Weapons may include but not limited to...knives, metal knuckles, razors, noxious or irritating gasses, poisons, unlawful drugs, or other items fashioned with the intent to use, harm, threaten or harass others. Replicas of weapons are also prohibited, along with fireworks.

****Please sign and return this page to your teacher.****

I have read and understand the **Annex Charter School Handbook** outlined above.

Student Name (Please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____