

FAMILY & STUDENT HANDBOOK 2010-2011



Scholarship • Stewardship
Citizenship

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503-359-4600; 503-359-4622(fax)
www.fgcschool.org

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SCHOOL INFORMATION



OUR VISION

We believe that all individuals have the responsibility to use their unique skills and talents to improve their communities and the environment. Forest Grove Community School will challenge students to achieve their highest academic and personal potential through hands-on learning rooted in the local community. FGCS will provide a dynamic learning environment that fosters the development of mutually beneficial connections among school, family, community and environment so that students can take their places as engaged scholars, stewards and citizens in a changing world.

OUR MISSION

Forest Grove Community School is a small, caring public charter school that fosters scholarship, stewardship and citizenship with the goal of educating for sustainability. Our multi-age classrooms support diverse learning styles and our curriculum provides academic and real-world experiences that help create self-motivated, actively involved learners who contribute to and enhance the world.

NON-DISCRIMINATION POLICY

No student or applicant for enrollment as a student at Forest Grove Community School shall be discriminated against in any educational program or activity on the basis of race, religion, sex, sexual orientation, ethnicity, national origin, disability, income level, proficiency in the English language or athletic ability. Enrollment of any student receiving special education services pursuant to an Individual Education Plan must be approved by the student's IEP team.

No employee or applicant for employment shall be discriminated against on the basis of race, color, age, sex, religion, national origin, marital status, sexual orientation, or disability.

STAFF CONTACT INFORMATION

NOTE: To reach staff members by phone, call the main office at 503-359-4600. Please be aware that teachers cannot accept phone calls during the school day and may not be able to check voice mail messages until after the end of the school day.

ADMINISTRATIVE STAFF

Principal/Director of School Programs

Vanessa Gray

v.gray@fgcschool.org

Assistant Principal/Director of School Operations

Karen Torry

k.torry@fgcschool.org

Administrative Assistant

Vickie Jares

v.jares@fgcschool.org

Administrative Assistant

Karen McFadden

k.mcfadden@fgcschool.org

Custodian

Dean Jares

d.jares@fgcschool.org

TEACHING STAFF

Level 1 - Grades 1, 2 and 3

Sherry Reuter (Barn Swallows) s.reuter@fgcschool.org
Karen Thias (Violet Green Swallows) k.thias@fgcschool.org
Rachel Weil (Tree Swallows) r.weil@fgcschool.org

Level 2 - Grades 4, 5 and 6

Charlie Graham (Kestrels) c.graham@fgcschool.org
Becky Tengs (Peregrine Falcons) b.tengs@fgcschool.org
Gretchen Ziemer (Merlins) g.ziemer@fgcschool.org

Level 3 - Grades 7 and 8

Shannon Perry (Great Horned Owls) s.perry@fgcschool.org
Chris Stanton (Barn Owls) c.stanton@fgcschool.org

Art - All Levels

Teresa Perrin t.perrin@fgcschool.org

Physical Activity - All Levels

Rick Boudreau r.boudreau@fgcschool.org

Out & About - Levels 1 and 2

Erin Morgan, Americorps member e.morgan@fgcschool.org

Out & About - Level 3

Teresa Perrin t.perrin@fgcschool.org

SCHOOL GOVERNANCE

Forest Grove Community School is a public charter school incorporated as a tax-exempt 501(c)(3) organization and operated by an independent board of directors. The FGCS Board governs the school and oversees school operations pursuant to a contract called a charter agreement with Forest Grove School District and to bylaws and policies adopted by the Board.

The Board is responsible for implementing the school's strategic plan and for assuring that programs are consistent with the school's mission. The board meets at 7 p.m. the second Tuesday of each month. Meetings are open to the public and all are encouraged to attend. Agendas and minutes of meetings are posted on the Board page of the school web site. If you're interested in serving on the Board, please contact the Board chair.

BOARD OF DIRECTORS

Jon Stagnitti, Board Chair	j.stagnitti@fgcschool.org
Anita Zijdemans-Boudreau, Vice Chair	a.zijdemans@fgcschool.org
Sonia Reyes, Secretary	s.reyes@fgcschool.org
Rochelle Auran, Treasurer	r.auran@fgcschool.org
Susan Winterbourne, Member	s.winterbourne@fgcschool.org

PARENT-TEACHER ORGANIZATION

The FGCS Parent-Teacher Organization is an independent organization formed to support the growth and success of our school. The group's mission, stated in its bylaws, is "to foster a sense of support, pride and enthusiasm; to encourage parent and public involvement in the Forest Grove Community School and to bring into closer relation the home and the school, that the parents and teachers may cooperate intelligently in the education of children and youth." The PTO also intends to "provide service for school functions, engage in fundraising projects, encourage parent, teacher, and community involvement, and cooperate with school administration in providing educational opportunities."

The PTO needs officers and volunteers for the 2010-11 school year. If you are interested, please contact Vanessa Gray at v.gray@fgcschool.org.

SCHOOL OPERATIONS

SCHOOL CALENDAR

FGCS follows the Forest Grove School District calendar for all regular holidays (Thanksgiving, Memorial Day, etc.) and school breaks. There are a few days when FGCS is in session while other District schools are not and vice versa. In addition, the 2010-11 school year is scheduled to end several days earlier at other District schools than at FGCS. Please consult the calendar at the end of this handbook and on the school website for details.

DAILY SCHEDULE

Monday-Thursday

Level 1 8:50 a.m.-3:05 p.m.

Levels 2&3 8:50 a.m.-3:20 p.m.

Friday

All Levels 8:50 a.m.-1:05 p.m. (no lunch period on Fridays)

Please note: Classes begin promptly at 8:50 a.m.; students should be in their classrooms ready to start the day by that time.

The main student entrance (west side double doors under the canopy) open at 8:35 a.m. **To protect teacher preparation time and for student safety, students should not arrive on campus before 8:35 a.m.** No supervision is provided before that time.

STUDENT ARRIVAL AND RELEASE

Student Arrival

We encourage all families to walk, bicycle, carpool or ride the Tri-Met bus (#57) whenever possible to conserve natural resources and to minimize

traffic congestion in our downtown Forest Grove location. For those driving their children to school, please park in legal curbside spots or in nearby city parking lots. Students may walk from their parents' cars with parent permission or parents may walk students to the school entrance. City lots are located behind our play yard just off 19th Ave. between A and Main Streets (enter on 19th just pass the Hello Market) and between Pacific and 21st Avenues behind the Pac Thai Restaurant. **Please help us maintain good relations with our downtown neighbors and the city of Forest Grove:** Do not double park, idle in traffic lanes or park in private lots, including the Bank of the West lot next door. You may be ticketed or towed.

Student Release

For families picking up their students by car, please follow the guidelines for arrival. Level 1 and 2 students may walk from school to parent vehicles if parents have given written permission for students to self-release (forms provided in registration packets; more information below). Level 1 and 2 teachers wait with students under the covered area near the west doors for 15 minutes after release times (see above). Level 3 teachers release students directly from their classrooms and students leave campus in whatever way has been arranged by parents, but Level 3 students are not supervised after release time.

Level 1 and 2 students will be released only to those persons listed on the Student Release Form. Individuals not known to school staff will be asked to provide photo identification. Parents must give written permission for students to self-release (leave school on their own at the end of the day). Please call the school office at 503-359-4600 to notify us of any changes. Permanent changes in student release information - e.g., removing or adding someone to the release form or giving permission to self release - must be made in writing.

REPORTING ABSENCES, LATE ARRIVALS & EARLY DISMISSALS

Please call the school office at 503-359-4600 when students will arrive late, leave early or be absent. Please do not email office staff or teachers about student absences, tardies or early dismissals; these messages may not be received in a timely fashion.

VISITORS

All visitors to FGCS must sign in and out at the school office. For student safety reasons, visitors may be asked to provide photo identification.

FGCS welcomes visits from prospective students and parents by prior arrangement. Please call Vickie Jares at 503-359-4600 to arrange a tour or classroom visit.

LUNCH & SNACKS

Because of facility limitations, FGCS does not yet offer a school-based lunch program. Students should bring a lunch from home Monday-Thursday. There is no lunch period on Fridays, when school dismisses at 1:05 p.m.

Some classroom teachers, with the help of parent volunteers and donations, organize a daily class snack. Other classroom teachers ask students to bring their own snacks as needed Monday-Friday. Students are encouraged to bring a refillable water bottle to school every day.

We encourage parents to make sure students bring nutritious lunches and snacks to school that will provide the 'fuel' students need to learn and engage in physical activity daily. Soda, energy drinks, candy and other foods high in sugar and low in nutritional value are strongly discouraged. Please check with your child's classroom teacher about bringing in treats for birthdays or other celebrations.

In accordance with county health regulations, all shared food must be store bought or prepared in a commercial kitchen.

POLICIES AND PROCEDURES

ATTENDANCE: ABSENCES & TARDIES

Consistent attendance and prompt arrival at school is essential to student learning and academic progress. Student attendance also affects the funding FGCS receives from the state of Oregon. Please make every effort to make sure your students is at school on time every day.

Some absences are unavoidable due to illness, medical appointments or other reasons. This will allow us to verify that all of our students are accounted for. **If your student will be absent or tardy, please call the office before 8:50 a.m. You may leave a voice mail message at 503-359-4600 before or after school hours.** If the office has not received a call by the time classroom teachers report attendance, you will receive a call asking you to verify that the student's absence is excused. **Note:** Beginning in the 2010-11 school year, this may be an automated call.

Students who arrive after 8:50 a.m. will be considered tardy. Parents must call the school office to excuse student absences or tardies. Students must sign in at the office when they arrive late to avoid being marked absent. Parents will be contacted by the principal about excessive tardies or absences.

CLOSED CAMPUS POLICY

For the safety of students, FGCS is a closed campus. All students must remain on school grounds unless they have received prior permission to leave or are accompanied by a parent or guardian. Once students arrive at school in the morning, they are expected to remain on campus for the remainder of the school day.

COMMUNICATING NEEDS AND CONCERNS

Forest Grove Community School believes that complaints are most effectively resolved when they are handled directly by the individuals involved whenever possible.

Complaints other than those concerning Board actions or Board operations should go through the the following steps for solution before a request is made for investigation or action by the Board.

Step One: Initiating a Complaint

Any member of the school community or the public who wishes to express a complaint should discuss the matter with the school employee responsible as soon as possible after the event.

Step Two: Written Complaint

For complaints not regarding a school administrator:

If unable to resolve a problem or concern at Step One, then the complainant should work with the principal to resolve the complaint or concern. The principal shall investigate the complaint and confer with the complainant and the parties involved. If the discussion with the principal does not resolve the complaint or if such discussion is not practical under the circumstances, the complainant, if s/he wishes to appeal the decision to the Board, shall file a signed, written complaint with the principal clearly stating the nature of the complaint and a suggested remedy, which initiates Step Three. If a complaint is filed with the Board, the principal will prepare a written report of his/her findings and conclusions.

For complaints regarding a school administrator:

If unable to resolve the problem or concern at Step One, the complainant may file a written complaint with the FGCS Board of Directors (see Step Three). The Board will follow the procedures outlined below.

Step Three: The Board

The written complaint and the principal's findings, if any, and conclusions shall be submitted to the Board. The Board shall hold a hearing to review the principal's findings, if any, and conclusion of the principal, to hear the complainant and to take such other information, as it deems appropriate. Generally, all parties involved, including the principal, will be asked to attend

such meeting for the purpose of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under state law governing public meetings. The principal, before consideration and action by the Board, will investigate any complaint about school personnel other than administrators. The Board will investigate any complaint about an administrator. The Board will not hear charges against employees in open session.

DRESS GUIDELINES

Our dress guidelines encourage a school atmosphere that allows freedom of expression while showing self-respect and respect for others. Students and parents are encouraged to contact the principal with any questions about dress guidelines. Students may be asked to change clothing or wear additional clothing if their dress or grooming:

- disrupts or interferes with the school learning environment
- threatens the health or safety of the student concerned or other students
- contains logos or language that is offensive, gang-related or inappropriate for a school setting

Clothing must be appropriate for both indoor and outdoor activities including community walks, physical activity class, recess and work in the garden. Students should bring a coat or jacket, preferably water-resistant, to school every day, regardless of weather. Appropriate footwear is required during school time and outdoor activities. Slip-on shoes or sandals, including flip-flops, are generally not considered appropriate footwear. Parents are encouraged to check with classroom teachers about special footwear or clothing requirements for community outings (e.g., waterproof boots for a trip to the wetlands).

ENROLLMENT

FGCS is a free public school of choice. All students who reside in the Forest Grove School District are eligible for enrollment with age and grade being the only criteria. Out-of-district residents may enroll on a space-available

basis; FGCS is required by state law to give enrollment priority to district residents.

If the number of applications from resident students exceeds the number of spaces available, the FGCS will select students for enrollment through equitable lotteries of District and out-of-district students. After the first year, priority will be given to siblings of current students regardless of residence. All students, once enrolled, are guaranteed a space the following year but parents/guardians are required to confirm their students' intent to return.

Pre-enrollment for the following year for current families and their siblings will be completed by March 1st of each year. FGCS may hold later open enrollment periods to fill any remaining vacancies and create waiting lists. Students who apply after enrollment periods are closed will be admitted or placed on waiting lists on a first come, first served basis, with priority given to District residents.

OUT & ABOUT PROGRAM

As part of our commitment to place-based education, students will spend at least one morning or afternoon a week out in the community. These outings, planned by the classroom teacher and Out & About coordinators, are tied to the curriculum and are intended to enhance student understanding, provide opportunities to apply skills and help students develop a knowledge and appreciation of the local community and natural environment. Classes may travel by foot, public transportation or chartered school bus.

HOME-SCHOOL COMMUNICATION

FGCS is committed to regular communication with families to strengthen our school community. We communicate with parents primarily by email and via our web site. Parents/guardians are asked to regularly check for email messages from teachers and the school office and to regularly read teacher blogs on the web site. If you cannot receive email correspondence, please notify your child's classroom teacher and the school office so we can make efforts to help you receive important notices. Our All-School Newsletter, teacher newsletters and blogs can be found at www.fgcschool.org.

Student/Family Directory

To promote connections among students and families, FGCS will publish a student/family directory for distribution to all enrolled families. The directory will include class lists as well as home phone numbers, email and mailing address information for all students. Please note that student contact information will be listed unless parents/guardians notify the school office by Oct. 1, 2010, that they want some or all information withheld. An directory form will be sent by email to parents/guardians of all enrolled students at the beginning of the school year. The form is also available at the back of this handbook.

Publicity: Use of Student Photos, Names and School Work

FGCS may use student photos and images of their school work in publicity, including the school web site and newsletters. Students will be identified only by first name. **Parents/guardians who do not want their students' photos used in FGCS publicity must notify the school in writing by Oct. 1 (email notice is acceptable).** Send notices or direct questions to Karen Torry at k.torry@fgcschool.org or 503-359-4600.

Student images may appear in local newspapers or other media outlets when school events are covered by reporters; FGCS does not control the use of images by media outlets.

Special Education

The Forest Grove School District is responsible under state and federal laws for delivering special education services to eligible students in public charter schools such as FGCS. Students who receive special education services may enroll at FGCS, but placement at FGCS must be approved by the student's Individual Education Plan (IEP) team. Contact principal Vanessa Gray at v.gray@fgcschool.org or 503-359-4600 with questions about special education services.

Student Participation in District Offerings

With prior approval from the Principal, Forest Grove Community School students may participate in District classes and activities subject to

availability as determined by the District and subject to same costs as District students. School students may participate in District sports programs under the same terms and conditions, including costs, as District students and subject to Oregon School Activities Association rules and requirements.

Student Records

Student records are the property of the Forest Grove Community School. Records are confidential and kept in a secure place at FGCS. Parents may request to view or make copies of their student's records by contacting the front office. A non-custodial parent will be denied access to student records only if the custodial parent provides the principal with certified copy of the most recent court order denying access to the non-custodial parent. Students younger than 18 may make a request to view their records with parental permission. Records of students transferring from FGCS will be forwarded to the new school upon request of that school's administration.

Transportation

Parents or guardians are responsible for transporting their children to FGCS. Students may, on a space available basis, ride District buses from their home stops to Tom McCall Upper Elementary School(TMUES), about four blocks from FGCS. Students must have parent permission to walk to and from TMUES. Parents must contact the District superintendent's secretary at 503-357-6171 to request a spot on the District bus and must sign a release and waiver of liability form that will be kept on file at FGCS and the District office. Contact the FGCS office at 503-359-4600 to request a waiver form.

FAMILY INVOLVEMENT & VOLUNTEERING

FGCS depends on the active participation of parents and other family members to support our school. There are many ways that you can be involved. We need volunteers to chaperone Out & About trips, to work with students in classrooms, to help teachers organize projects or paperwork, serve on the Board, the PTO and other committees - to name just a few

volunteer opportunities. Please contact Vickie Jares at v.jares@fgcschool.org or 503-359-4600 for more information.

Volunteers are required to sign in at the school office and wear a badge.

STUDENT CONDUCT & DISCIPLINE

FGCS is committed to creating and maintaining a safe, healthy learning environment for students. All members of the school community are expected to treat one another with honesty, courtesy and respect, and to behave safely, respectfully and responsibly. To maintain these standards, we are committed to helping children develop social and problem-solving skills that will allow them to reach their highest potential as scholars, stewards and citizens.

At the beginning of each school year, classroom teachers develop, with student participation, rules for student behavior in the classroom, school and community based on school-wide expectations. These rules are taught, modeled and practiced throughout the year.

Our approach to student discipline at FGCS is restorative, with the goals of holding students accountable for their behavior, helping them learn from their mistakes and requiring them to make amends when their behavior has harmed others or damaged property. The definitions below describe potential student conduct problems. The table below shows the range of responses and consequences that may occur when a student violates school rules. Whenever a student is subject to disciplinary action more serious than an informal talk, parents will be notified by phone, email message or written note by an administrator or the classroom teacher.

The FGCS student conduct and disciplinary policy follows the policies adopted by the Forest Grove School District Board of Directors. Disciplinary decisions are guided by the District's Relationship Between Problem and Disciplinary Action matrix (below). If student conduct violates or may have violated state law, school officials may notify police authorities.

Definitions: Student Conduct Problems

Arson: The use of fire to destroy or attempt to destroy or damage property.

Cheating/plagiarism: Copying, illegal use of notes, tests or other people's work; breaking the rules in athletic events, activities or contests.

Dangerous objects/replicas/destructive devices/weapons: Possessing any weapon, destructive device, object or replica which could be considered dangerous or disruptive.

Defiance: Any act of willful disobedience in language or action or repeated failure to comply with directions of school personnel.

Disorderly conduct: Inappropriate acts that interfere with the peaceful conduct of the school environment.

Disruption: Willful interference with the peaceful conduct of the school (includes bomb threat, false alarm, endangerment)

Dress/grooming: Failure to observe FGCS dress guidelines

Extortion: Demanding money or something of value from another person in return for protection from violence or threat of violence.

Fighting: Having, threatening or promoting physical contact with another person with the intent to inflict harm.

Forgery/lying: Falsifying records, altering or giving false or misleading information to school personnel (including failure to identify oneself).

Gambling/wagering: Participating in games of chance for the purpose of exchanging money or anything of value.

Harassment: Promoting attempting or threatening to cause physical injury (threatening, intimidating, menacing or hazing another person physically or verbally), including:

- Racial: harassment directed toward an individual or individuals of a specific race or ethnic group
- Sexual: Unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature
 - Physical: Uninvited, offensive physical contact
 - Verbal: Abusive words or gestures that could elicit a negative response.

Loitering/trespass: Being present or near school property without apparent lawful educational purpose

Misuse of electronic communications: Unauthorized or inappropriate use of electronic communications systems (e.g., computers, phones).

Motorized vehicles: Unauthorized or inappropriate use on school property, including parking, speeding and unsafe driving.

Physical assault: Physical attack by a person or group on another person or group who do not wish to engage in conflict.

Profane language/inappropriate acts: Using profane or indecent language either verbally or in writing, or committing an inappropriate act including physical conduct of a sexual nature.

Substance abuse/use/paraphernalia: Possessing, using, transmitting, or being under the influence of any controlled substance or look-alike substances purported to be drugs or alcohol. This includes misuse of over-the-counter drugs. Students are not allowed to possess paraphernalia of any type, including items intended to be used for smoking, inhaling or injecting any drug not prescribed for the student, any items that promote the involvement or use of drugs or alcohol or any items, drawings or signs that indicate or promote involvement in street gangs, drugs or alcohol.

Tardiness/Unauthorized Leaving Campus: Arriving late to school or class, or leaving campus without permission. Students who leave grounds without authorized permission are considered truant.

Theft/stealing: Taking or attempting to take another person's property or being in possession of stolen property.

Threats: By word or conduct, threatening another person or persons with physical harm.

Tobacco: Having or using tobacco in any form.

Unexcused absence: Any absence which has not been excused by parent or legal guardian and appropriate school official.

Vandalism: Causing or attempting to cause damage to property, including school computer hardware and software systems.

Definitions - Disciplinary Actions

Informal Talk: An administrator will talk to the student to try to reach an agreement regarding the student's behavior.

Conference: An administrator meets with the student, with classroom teachers, other staff members or others as appropriate to the situation. The conference is intended to lead to a plan for the student to correct his/her behavior. A corrective plan may include restitution, an apology, community service or other restorative action.

Parent contact: The student's parent or legal guardian is notified by telephone, email or personal contact. A conference may be held with the

student, his parent/guardian, administrator, other school officials as appropriate and/or other individuals involved.

Disciplinary Reassignment: The student is temporarily removed from usual school activities. This may include, but is not limited to "time out" in the office to cool down or complete school work; a shortened day; lunch, recess or after-school detention; in-school suspension. During reassignment, students will be expected to develop a plan for appropriate behavior.

Short suspension: Student is excluded from school and related activities for up to three school days. The student is notified of the suspension and given the opportunity to discuss the situation with an administrator. Parents are notified of the suspension. Further information concerning suspension can be found in District Board Policy JGD at www.fgsd.k12.or.us.

Long suspension: Student is informed that he/she is subject to a long suspension and may discuss the situation with an administrator. The student is excluded from school and all related activities for four to 10 school days. Parents are notified of the suspension. Further information concerning suspension can be found in District Board Policy JGD at www.fgsd.k12.or.us.

Suspension Process

Suspension is a temporary withholding of the privilege of attending school on site and school-related activities for a specified period not to exceed 10 school days. Suspension may be imposed as a consequence for serious rules violations (see matrix below), or in cases of repeated violations where the student has failed to respond to other corrective measures, or where keeping the student in school would endanger the welfare of the school or other students.

School administrators may order suspension. Before being suspended, an administrator shall notify the student of what specific rules he/she has violated and informed regarding the evidence of the violation. Parents will be notified. The student will be allowed to tell his/her side of the story and present any evidence in his/her favor. If the student is suspended, the administrator will notify the student of the reasons for the action, the period of suspension and any conditions for reinstatement. Parents shall be notified of the suspension and the reasons for the action, and will be given the opportunity to meet with the administrator to discuss the decision. These procedures may be suspended in emergency situations when the student's presence endangers others or property or disrupts the learning environment.

Expulsion

A student may be expelled for severe or repeated violations of school rules. Expulsion removes the student from school, school-related activities and school-related functions for a period of time up to one year. The length of expulsion is determined by a hearings officer. Federal law mandates expulsion for one calendar year for students who possess weapons or assist possession of weapons.

When administrators determine that expulsion is appropriate, the student is notified that he/she is immediately suspended from school and that expulsion will be recommended. The student and his/her parents or legal guardians will be notified of the pending expulsion and given information explaining his/her due process rights. Further information about expulsion can be found in District Policy JGE at the District web site at www.fgsd.k12.or.us).

FGCS will follow federal, state and local laws regarding mandatory procedures, including suspension and expulsion, for severe offenses such as drug possession and distribution, weapons possession, physical violence and sexual harassment.

Bullying, Threats and Harassment

FGCS will not tolerate intimidation, threats or threatening behavior, bullying (including cyberbullying) or harassment in any form. FGCS will investigate any threats or concerns regarding the safety of students, staff and others at the school. Teachers and staff are required to report any serious behavior concerns to an administrator; students and parents are encouraged report any such concerns so they can be promptly addressed. Concerns about bullying, harassment, threats or intimidation should be reported to the Director of School Operations for investigation.

Conflict Resolution

In schools, as in all other parts of the community, conflicts will inevitably arise between community members. For example, students may disagree over rules in a recess game or friendship problems may create discord in the classroom. In these situations, FGCS embraces conflict resolution tools that

include mediation and collaborative problem solving. Students will be encouraged to work out their conflicts with one another (usually with the assistance of a teacher or administrator), in a safe setting that encourages them to listen and understand one another, brainstorm solutions and agree on a plan to resolve the conflict.

Note: Mediation and collaborative problem solving are generally reserved for mutual conflicts, not for those situations where students engage in deliberate wrongdoing. Students are never forced to participate in mediation.

RELATIONSHIP BETWEEN PROBLEM AND DISCIPLINARY RESPONSE LEVELS 1 AND 2 (1st-6th grades)

PROBLEM	OCCURRENCE	MINIMUM RESPONSE	MAXIMUM RESPONSE
Arson	First	Short Suspension	Expulsion
Absence, Unexcused	First	Informal Talk	Compulsory Attendance Citations
Bus	First	Informal Talk	Expulsion from bus
Cheating/ Plagiarism	First	Informal Talk	Parent Involvement
Dangerous Objects/Replicas	First	Informal Talk	Expulsion
Destructive Devices/Weapons	First	Expulsion	Expulsion
Defiance	First	Conference	Expulsion
Dress/Grooming	First	Informal Talk	Parent Involvement
Extortion	First	Parent Involvement	Expulsion

PROBLEM	OCCURRENCE	MINIMUM RESPONSE	MAXIMUM RESPONSE
Fighting	First	Parent Involvement	Long Suspension
Forgery/Lying	First	Informal Talk	Short Suspension
Harassment	First	Parent Involvement	Expulsion
Loitering/ Trespass	First	Warning	Notify Police
Misuse of electronic communication	First	Parent Involvement	Expulsion
Physical Assault	First	Short Suspension	Expulsion
Profane Language/ Inappropriate Acts	First	Informal Talk	Expulsion
Substance Abuse/Drug Paraphernalia	First	Parent Involvement	Expulsion
Tardiness	First	Informal Talk	Parent Involvement
Theft, Stealing	First	Conference	Expulsion
Threats/ Extortion/ Harassment	First	Parent Involvement	Expulsion

PROBLEM	OCCURRENCE	MINIMUM RESPONSE	MAXIMUM RESPONSE
Tobacco	First	Parent involvement, referral to tobacco education class	Long suspension
Vandalism	First	Conference	Expulsion
All Problems	Repeated Offenses	Conference	Expulsion

**RELATIONSHIP BETWEEN PROBLEM AND DISCIPLINARY RESPONSE
LEVEL 3 (GRADES 7-8)**

PROBLEM	OCCURRENCE	MINIMUM RESPONSE	MAXIMUM RESPONSE
Arson	First	Short Suspension	Expulsion
	Repeated	Long Suspension	Expulsion
Absence, Unexcused	First	Informal Talk	Short suspension
	Repeated	Parent involvement	Expulsion
Bus	First	Informal Talk	Expulsion from bus
	Repeated	Conference	Expulsion from bus
Cheating/ Plagiarism	First	Informal Talk	Parent involvement
	Repeated	Parent involvement	Disciplinary reassignment

PROBLEM	OCCURRENCE	MINIMUM RESPONSE	MAXIMUM RESPONSE
Dangerous Objects/ Replicas	First	Informal Talk	Expulsion
	Repeated	Conference	Expulsion
Destructive Devices/ Weapons	First	Expulsion	Expulsion
Defiance	First	Conference	Expulsion
	Repeated	Short Suspension	Expulsion
Disorderly conduct	First	Conference	Short suspension
	Repeated	Short Suspension	Expulsion
Disruption (bomb threat, false alarm)	First	Long suspension	Expulsion
	Repeated	Expulsion	Expulsion
Dress/ Grooming	First	Informal Talk	Parent Involvement
	Repeated	Informal Talk	Parent Involvement
Extortion	First	Parent involvement	Expulsion
	Repeated	Long suspension	Expulsion
Fighting	First	Short Suspension	Long suspension
	Repeated	Long Suspension	Expulsion
Forgery/Lying	First	Informal Talk	Short suspension
	Repeated	Conference	Expulsion

PROBLEM	OCCURRENCE	MINIMUM RESPONSE	MAXIMUM RESPONSE
Gambling/ Wagering	First	Informal Talk	Short suspension
	Repeated	Conference	Long suspension
Harassment	First	Parent involvement	Expulsion
	Repeated	Parent involvement	Expulsion
Loitering/ Trespass	First	Warning	Notify police
	Repeated	Criminal trespass citation	Notify police- press charges
Misuse of electronic communications	First	Suspension and/or revocation of system use	Expulsion
	Repeated	School suspension	Expulsion
Physical Assault	First	Short Suspension	Expulsion
	Repeated	Long Suspension	Expulsion
Profane Language/ Inappropriate Acts	First	Informal Talk	Expulsion
	Repeated	Parent involvement	Expulsion
Tardiness	First	Informal Talk	Expulsion
	Repeated	Conference	Expulsion
Theft	First	Conference	Expulsion
	Repeated	Short Suspension	Expulsion
Threats	First	Parent involvement	Expulsion
	Repeated	Parent involvement	Expulsion

PROBLEM	OCCURRENCE	MINIMUM RESPONSE	MAXIMUM RESPONSE
Tobacco	First	Tobacco Ed Class/Parent involvement	Short suspension
	Second		Long suspension
	Third	Tobacco Ed Class/Parent involvement Long suspension	Expulsion
Substance Abuse/ Paraphernalia	First	Long suspension	Expulsion
	Repeated	Expulsion	Expulsion
Vandalism	First	Conference	Expulsion
	Repeated	Short Suspension	Expulsion

HEALTH AND SAFETY

Drugs/Alcohol/Weapons

The safety of our students and staff is our utmost concern. FGCS follows district and state guidelines in addressing students who deliver, possess or use drugs, alcohol or weapons at school or while on school-sponsored outings. Students who violate these guidelines are subject to suspension or expulsion.

Medications

All requests for school personnel to administer medication to students during the school day must be made in writing by the parent or guardian. See the front office for the necessary forms. Students may not carry any medications with them at school; this includes non-prescription remedies such as ibuprofen, cough drops, etc. The only exceptions are students who have doctor's permission and written parental consent to self-administer inhalers or Epi-Pens. Parents are responsible for making sure that students who are allowed to carry their own inhalers or Epi-Pens have these items with them at school.

Prescription Medication

Prescription medication must be administered only by FGCS staff who have completed District-required training. All medication must be in its original bottle, with dosage information on the label.

Non-Prescription Medication

Non-prescription medication must also be given to students by a trained staff member. Written parental consent, including dosage instructions, is also required. Parents/non-prescription medications kept at school must include written parental consent, dosage instructions and be in its original package.

Immunizations

FGCS is subject to Oregon's compulsory school immunization law, ORS 433.263-433.275, which requires that school children be immunized at the time of enrollment. For a list of required immunizations or other questions, please contact Karen McFaddin at k.mcfaddin@fgcschool.org.

Safety Drills

FGCS conducts monthly evacuation drills and twice yearly earthquake drills. FGCS has a standing safety committee that meets monthly to review safety issues, update practices and education students and staff about safety practices. If you'd like to serve on the committee or if you have safety questions or concerns, please contact Karen Torry at k.torry@fgcschool.org or 503-359-4600.

School Closures

FGCS follows the direction of the Forest Grove School District if inclement weather forces a late start or school closure. Please be aware that the Forest Grove district covers a wide geographic area, so even a light snow may make travel difficult and thus force a closure or delay. Forest Grove schools have also been closed because of icy roads and flooding. Information on late starts and closures is available on local radio stations, TV channels and the District web site at www.fgsd.k12.or.us.

FGCS will make every effort to update its web site and send out all-school email alerts about closures and delays; however, it is impossible for us to notify families individually regarding these changes. With any inclement weather, please check to make sure schools are open and starting on time before you bring your child to school.

