



## **2022-23 Family & Student Handbook**

1914 Pacific Ave.  
Forest Grove, OR 97116  
503-359-4600  
503-359-4622 (fax)  
[www.fgcschool.org](http://www.fgcschool.org)

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## About FGCS

**Our Mission:** Forest Grove Community School fosters scholarship, stewardship and citizenship through engaging, relevant and active learning to help our students become educated and caring community members. Through classroom and real-world experiences, we honor individual student needs and abilities, strive to educate the whole child and emphasize student growth.

**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, gender/gender identity, national origin, disability, income level, proficiency in the English language or athletic ability. No employee or applicant for employment shall be discriminated against on the basis of race, color, sex, sexual orientation, gender/gender identity, national origin, marital status or disability. Please contact Vanessa Gray, principal and Title IX coordinator, with any questions or requests for accommodations or support.

## Staff Contact Information

To reach staff members by phone, please call the main office at 503-359-4600. Teachers cannot accept phone calls during the school day and may not check voice-mail messages until after school.

**Please report all absences and late arrivals by calling the main office.**

### ADMINISTRATIVE STAFF

Name	Title	Phone Extension	Email Address
Emily Bose	Student Health Aide	102	<a href="mailto:e.bose@fgcschool.org">e.bose@fgcschool.org</a>
Vanessa Gray	Principal	101	<a href="mailto:v.gray@fgcschool.org">v.gray@fgcschool.org</a>
Rebecca Moore	Office Manager/Lead Secretary	103	<a href="mailto:r.moore@fgcschool.org">r.moore@fgcschool.org</a>
Karen Torry	Director of School Operations	104	<a href="mailto:k.torry@fgcschool.org">k.torry@fgcschool.org</a>

### TEACHING STAFF

Name	Classroom	Phone Extension	Email Address
Kaytlin Walton	Special Education Coordinator	119	<a href="mailto:kwatson@fgsd.k12.or.us">kwatson@fgsd.k12.or.us</a>
Rochelle Auran	Teacher/Level 4 (Barn Owls)	112	<a href="mailto:r.auran@fgcschool.org">r.auran@fgcschool.org</a>
	Speech-Language Pathologist		
Rick Boudreau	PE Teacher	120	<a href="mailto:r.boudreau@fgcschool.org">r.boudreau@fgcschool.org</a>
Ginny Brown	Teacher/Level 2 (Puffins)	109	<a href="mailto:g.brown@fgcschool.org">g.brown@fgcschool.org</a>

Eva Conway	Teacher/Level 1 (Barn Swallows)	107	<a href="mailto:e.conway@fgcschool.org">e.conway@fgcschool.org</a>
Jennifer Hiett	Special Education Instructional Assistant	117	<a href="mailto:jhiett@fgsd.k12.or.us">jhiett@fgsd.k12.or.us</a>
Melina Julca Ilquimiche	Teacher/Level 3 (Kestrels)	106	<a href="mailto:m.ilquimiche@fgcschool.org">m.ilquimiche@fgcschool.org</a>
Savannah King	Teacher/Level 2 (Plovers)	105	<a href="mailto:s.king@fgcschool.org">s.king@fgcschool.org</a>
Erin Morgan	Out & About Coordinator (Levels 1, 2 & 3) Garden Coordinator	120	<a href="mailto:e.morgan@fgcschool.org">e.morgan@fgcschool.org</a>
Shannon Perry	Teacher/Level 4 (Great Horned Owls)	113	<a href="mailto:s.perry@fgcschool.org">s.perry@fgcschool.org</a>
Elizabeth Schroeder	Instructional Assistant/Level 1		<a href="mailto:e.schroeder@fgcschool.org">e.schroeder@fgcschool.org</a>
Natalee Stone	Instructional Assistant/Level 1		<a href="mailto:n.stone@fgcschool.org">n.stone@fgcschool.org</a>
Karen Thias	Teacher/Level 1 (Violet-Green Swallows)	108	<a href="mailto:k.thias@fgcschool.org">k.thias@fgcschool.org</a>
Hilary Whitehead	Teacher/Level 3 (Merlins)	110	<a href="mailto:h.whitehead@fgcschool.org">h.whitehead@fgcschool.org</a>
Stephanie Woods	Art/Out & About Coordinator (Level 4)	111	<a href="mailto:s.woods@fgcschool.org">s.woods@fgcschool.org</a>

## School Governance

FGCS is a public charter school incorporated in compliance with state law as a tax-exempt 501(c)(3) non-profit organization. FGCS operates with an independent Board of Directors subject to a charter contract with the Forest Grove School District and in accordance with state and federal laws. The FGCS Board is responsible for ensuring sound fiscal management, implementing the school's strategic plans and assuring that all programs and activities are consistent with the school's mission, the charter contract and the law.

The FGCS Board meets at 6:30 p.m. the fourth Monday of each month. Meeting times or dates may be changed or special meetings convened with advance public notice. Pursuant to state law, all board meetings are open to the public, but the Board may meet in executive session to discuss certain sensitive matters, as permitted by state public meetings law. Agendas are posted on the school website. Meeting minutes are posted after they have been approved by the Board. Please contact the Board chair with any questions about the Board.

### FGCS Board of Directors

Name	Title	Email Address
Robbie Pock	Chair	<a href="mailto:r.pock@fgcschool.org">r.pock@fgcschool.org</a>
Bob Hatt	Vice Chair	<a href="mailto:b.hatt@fgcschool.org">b.hatt@fgcschool.org</a>
Mackenzie Johnston Carey	Secretary	<a href="mailto:m.carey@fgcschool.org">m.carey@fgcschool.org</a>
Anita Zijdemans-Boudreau	Treasurer	<a href="mailto:a.zijdemans-boudreau@fgcschool.org">a.zijdemans-boudreau@fgcschool.org</a>
Keri Johnson	Member	<a href="mailto:k.johnson@fgcschool.org">k.johnson@fgcschool.org</a>
Amanda Tietze	Member	<a href="mailto:a.tietze@fgcschool.org">a.tietze@fgcschool.org</a>

# School Operations

## School Calendar

FGCS follows the Forest Grove School District calendar for all regular holidays (Veterans Day, Memorial Day, etc.) and all school vacations (Thanksgiving, winter and spring breaks). However, there are several days each year when FGCS is in session when some or all District-run schools are out and vice versa, including some conference and teacher work days. Please always consult the [FGCS calendar](#) for accurate information about FGCS.

## Daily Schedule

- 8:50 a.m.-3:20 p.m. Monday, Tuesday, Thursday, Friday
- **NEW: 9:50 a.m. Wednesdays (late-start Wednesdays)**

Doors open for students at 8:35 a.m. Monday, Tuesday, Thursday and Friday, and at 9:35 a.m. Wednesday. Students should not be on campus before the doors open unless they have a scheduled before-school meeting or activity. Once students arrive at school, they must remain on campus. Classes start promptly at 8:50 a.m. Students must be in their classrooms by 8:45 a.m.

Call the school office at 503-359-4600 to report absences or late arrivals. Do not email the office or teachers about absences or late arrivals.

## Student Arrival & Release

Parking: FGCS is located in a busy downtown commercial neighborhood. Parents transporting students to and from school by car must park in legal curbside spots or park in free nearby city parking lots. Individuals parking illegally may be ticketed or towed. **Please observe safe, courteous practices:** Do not double park or use no-parking zones, park in business lots or use the school parking lot to drop off or turn around.

## Release

Release at Regular Time

- Self-Release: At FGCS, 'self-release' means that a student has parent permission to leave school on their own at regular dismissal times. **Students who are self-released are not supervised by school staff after dismissal.** Level 1 students may not be self-released, but may be released to older siblings

with parent permission. All Level 4 students are self-released. Students who are self-released are expected to leave campus immediately after dismissal unless they are participating in an after-school activity. Students may not self-release during the school day.

- Students in Levels 1 and 2 who ride the bus home walk out to the buses with staff members at dismissal time. Students in Levels 3 and 4 who ride the bus are expected to report immediately to the bus after they are dismissed by teachers.
- Level 1 students who are being picked up wait with teachers outside the double doors of the main building under the canopy. Parents wait between the Pacific Ave. sidewalk and the red bike rack for students to be released to them.
- Level 2 students who are being picked up wait with a Level 2 teacher behind the main building near the wheelchair ramp.
- Level 3 students who are being picked up wait with their teachers near the Level 3 building.

**Note:** Parents are expected to pick up students promptly at release times or call the office at 503-359-4600 if they are delayed. Students must be under direct parent supervision at all times while on campus at FGCS.

#### Release During the School Day

All students must have parent permission to leave before regular dismissal time for any reason. Only parents/guardians listed in the student's file may pick up students during the school day unless parent/guardian makes prior arrangements. Parents may contact the school office to give permission for someone other than a parent/guardian to pick up their students during the day or to authorize a student to self-release during the school day

## Absences & Late Arrivals

Call 503-359-4600 ext. 103 to report student absences or late arrivals. You may leave a message at that number at any time. Please do not call or email teachers or any staff member to report absences or late arrivals because these messages may not be received in a timely manner.

Students who arrive at school after 8:50 a.m. Monday, Tuesday, Thursday and Friday or after 9:50 on Wednesday should report to the office, sign in and get an attendance slip to give to their teachers. This procedure is important for making sure all students are accounted for during the school day. If a student is not at school by the time attendance is taken, an automated call will go out to the student's parent/guardian notifying them of



the absence. This call will be made to the phone number listed as the student's primary contact number on registration forms. Please list as your primary contact the number most likely to reach you during the school day. Call the office with any questions or updates.

## **Visitors & Volunteers**

All visitors to FGCS, including volunteers, must enter through the office door, sign in electronically and wear a badge. For safety reasons, visitors may be asked to provide photo identification. Visitors are required to sign out when leaving the building.

Volunteers must complete an annual online criminal background check. [Click here](#) to fill out the form. Be sure to choose FGCS as a school where you would like to volunteer. You will receive an automated email address in 24-72 hours welcoming you as a volunteer. If you do not receive this message, please re-submit the form. Please contact your students' classroom teachers or principal Vanessa Gray about volunteer opportunities at FGCS.

## **School Lunch Program**

FGCS is a National School Lunch Program (NSLP) sponsor and offers a daily lunch program through the Oregon-based vendor Fresh 'n Local Foods. Lunch costs \$3/day. Students may qualify for free or reduced-price lunch benefits. [Click here](#) to apply for meal benefits online. Please visit the [School Meals page](#) of the school website for complete information.

**IMPORTANT NOTE:** All students who want school lunch must order each month in advance using an online form. Monthly orders help us manage costs as well food storage and waste associated with our lunch program. The order form must be submitted every month, even if students plan to eat school lunch every day. The form is emailed to parents around the 10th of each month for the following month. Orders must be received by the deadline listed on the form.

FGCS is an equal opportunity employer and provider under the NSLP.

## **Classroom Snacks & Water Bottles**

Some classroom teachers organize a daily class snack with the help of parent donations. Other teachers ask students to bring their own snacks from home as

needed. Please check with your child's teacher about classroom snack practices. All students should bring a refillable water bottle to school daily.

### **Student Lunches & Food from Home**

Drinks that are sugary (soda, coffee drinks, energy drinks, etc) cause mess and damage at school and therefore are not allowed. We strongly discourage students from bringing candy to school.

Students may not share food and should not bring food that requires heating in a microwave.

### **Birthdays & Class Celebrations**

Please check in with your students' teachers before bringing or sending in food for birthday celebrations or other special occasions. Please never send party invitations to school; instead, please use the family directory (distributed by teachers in late September) to connect with other families for social events.

Classrooms may choose to have celebrations for various reasons during the year. Please notify your child's teacher if for any reason you do not want your child to participate. Alternate activities will be made available.

## **Student Support Specialist**

The Student Support Specialist (SSS) is a resource for students who need a safe place to talk about issues, feelings or concerns and to work on developing skills (e.g., self-calming, solving friendship problems) that support students' ability to engage successfully at school. The SSS is not a therapist or mental health specialist but can provide resources for families seeking outside counseling support for their children.

### **Student Support Specialist (SSS) Referral Process**

**Student:** Any student who wishes to speak with the SSS is encouraged to do so at a time arranged by the SSS with the student's teacher. Students may ask their teacher, approach the SSS directly, or leave a note for the SSS in the school office.

**Parents:** To refer your student to the SSS, please email her directly at [m.cauley@fgcschool.org](mailto:m.cauley@fgcschool.org) and she will follow up with you.

If the SSS meets with a student to check in or helps with a small problem, usually the SSS will inform the parent of this meeting **only** if it is an issue we need your assistance with or if a referral needs to be made. If the student meets with the SSS regularly, the

SSS will inform the parents and obtain consent. The SSS will also ask for permission to include any student in a group facilitated by the SSS.

### **SSS Confidentiality Guidelines**

Student confidentiality is important to us. The SSS will not disclose to others what students share with the SSS with the following exceptions required by law and/or ethical standards:

#### **1. Harm to self or others**

This could include things like a suicide attempt or plan, cutting or other self-injury, eating disorders, addictions, fighting or other physical violence, illegal behaviors, threats, etc. -- anything that puts your health or safety, or someone else's health and safety, at risk.

#### **2. Abuse or neglect**

If you talk about abuse (physical, emotional, verbal, sexual, or other abuse), whether to yourself or to another minor, we are required by law to report it to Child Protective Services, and possibly the police. If you tell us about an abuse case that's already been addressed by CPS or the police, we still may need to make a call to double-check.

#### **3. Court or other legal proceedings**

By law, if we are subpoenaed (required by law to attend a hearing or other court proceeding), we cannot guarantee that your information will be kept confidential. We will always do our best to reveal as little as possible in a legal setting, but we must cooperate with the police, CPS, and the courts.

#### **4. FGCS staff**

The SSS may share some information about students with teacher or other staff members on an as-needed basis for the purpose of making a plan to address the student's concerns. All FGCS staff members are expected and required by law to respect the confidentiality of student information.

## **School Bus Service**

All FGCS students who live one mile or more from school are eligible to ride the school bus. School bus routes (locations and pick-up/drop-off times) are determined by Mid-Columbia Bus Co. Parents will be notified of route information the week before school starts. Contact director of operations Karen Torry at [k.torry@fgcschool.org](mailto:k.torry@fgcschool.org) or 503-359-4600, ext. 104 with any questions about bus service.

School rules and behavioral expectations apply when students ride the school bus. Parents are asked to review bus rules with students. Students who are unable to follow rules are subject to disciplinary consequences, including exclusion from bus service.

Parents are encouraged to accompany students to the bus stop the first few days to make sure they know where to wait and how to cross streets safely. If your student's bus is more than 5 minutes late, please contact Mid-Columbia at 503-992-7167. If you need to make a change to your student's bus schedule, please contact the school office at 503-359-4600 (for same-day changes, please call the office no later than 2 p.m.). If you would like your student to get off at a different stop or ride the bus home with a friend, please contact Karen Torry at [k.torry@fgcschool.org](mailto:k.torry@fgcschool.org) for a permission form.

## **Attendance: Absences & Tardies**

Regular school attendance with on-time arrival is essential to student learning and academic progress. Attendance also impacts teacher workload, group projects, school funding and classroom cohesion. Please make every effort to assure that your students are at school on time every day.

Some absences are unavoidable due to illness, medical appointments or emergencies. Reporting absences and tardies helps us make sure all of our students are safe and accounted for every day. Please call the office at 503-359-4600 ext 100 if your child will be absent or late for any reason. Never call or email the teacher or other staff members about absences or late arrivals as these messages may not be seen until later in the day. Parents/guardians will receive automated calls if their students are absent or late without having been excused in advance. Automated calls will be made to the phone number listed as the student's home number on registration forms.

### **Extended Absences**

Families sometimes choose to take their children out of school for vacation or other reasons not related to illness or family emergency. While parents have the right to make such choices, we ask parents to consider the potential impact of extended absences on the students' learning. Parents should also be aware that FGCS does not provide school work for children to take on vacation and certain school work cannot be made up after an extended, optional absence. Contact your child's teacher and the school office if you are planning an extended absence. Please be aware that extended absences may result in students being out of compliance with state compulsory attendance requirements.

## **Truancy**

As a public school, FGCS is required to follow all state laws and regulations regarding truancy. State law defines 'irregular attendance' as 8 unexcused half-day absences or the equivalent in any 4-week period, or 5 or more excused absences in any 3-month period. Parents of students with irregular attendance or excessive tardies will be contacted by the principal by mail or phone. In certain cases, the principal is required by law to refer families to a truancy officer, who will contact parents for an in-person meeting.

## **Closed Campus**

For the safety of our students, FGCS is a closed campus. All students must remain on school grounds after arriving at school, even if the school day has not yet started. Students must be accompanied by a parent/guardian or other authorized adult to leave campus during the school day unless parents have made prior arrangements with the school office.

## **Backpacks**

Students are encouraged to use a backpack for school to organize personal belongings and transport school materials, as needed. Student backpacks must remain in the classroom or on hallway hooks during the school day. Students may not take backpacks into restrooms.

## **Menstrual Products**

Menstrual products are available free of charge in girls' and all-gender restrooms.

## **Materials Distribution**

FGCS does not distribute or facilitate the distribution of published materials on paper except registration materials, report cards and, on occasion, permission/release forms. FGCS maintains a community bulletin board on which members of the school community may post flyers or brochures about free or low-cost family events and activities or services geared toward parents, children or families. We also do our best to share information about such activities and services through all-school email or FGCS social media.

## Dress Guidelines

Our dress guidelines encourage a school atmosphere that supports freedom of expression while maintaining an environment conducive to learning. Students or parents are encouraged to contact the principal with questions about appropriate attire at school. Students may be asked to change or wear additional clothing if their dress or grooming disrupts the learning environment, threatens the health or safety of anyone or is inappropriate for a school setting. Students may not wear clothing with images of nudity, drugs/alcohol, gangs/gang affiliations, weapons of any kind or language that is profane or offensive.

FGCS students spend time outdoors every day. Students should dress for active learning, including community walks, outdoor physical activity, recess and other outdoor learning. Students should wear sneakers or other sturdy, close-toed shoes and comfortable layers appropriate for the weather. Flip-flops, slides, dress boots and heels are strongly discouraged as they are unsafe for many school activities. Students should have a rain coat at school every day. Students may need rain boots for garden, wetlands and other outings. Parents are strongly encouraged to keep a complete change of clothing in students' backpacks.

## Cell Phones/Personal Electronic Devices - NEW

Parents whose students will bring cell phones, smart watches or similar devices to school are strongly encouraged to review this section to understand school expectations, rules and disciplinary procedures related to cell phones and other personal electronic devices.

Student use of cell phones and other electronic devices during the school day creates significant disruptions to the classroom and distracts students from learning and engaging with class activities. For that reason, student cell phones must remain in their backpacks or be stored in a container provided in the classroom throughout the school day. The only exception is that Level 4 students may use their cell phones during their lunch/recess break.

**Students may not use their personal devices to take photos or record video or audio of anyone, with or without that individual's permission.** This rule applies at any time students are on campus, engaged in any school-related activity or on the

school bus. The only exception to this rule is if a teacher has given limited, express permission in advance for the student to take photos, video or audio of others for school-related reasons.

Starting with the 22-23 school year, students and parents must sign a [Cell Phone/Personal Electronic Device Agreement form](#) if students plan to have any personal electronic device at school. This will help to ensure that all parties understand the policies and rules. [Click here](#) to review our cell phone rules.

We know that many parents want students to carry cell phones or other devices for emergencies and to stay in touch. To reduce distractions and disruptions, we ask parents to refrain from contacting students on their personal devices during the school day (8:50 a.m.-3:20 p.m. M, Tu, Th, Fri; 9:50 a.m.-3:20 p.m. W). Instead, please call the office at 503-359-4600 and we will make sure your student receives your message. Students who need to contact parents during the school day may use the phone in the school office.

## **Fees**

FGCS charges a \$30/student supplies fee in lieu of having parents buy supplies for their students. This fee allows us to purchase supplies in bulk at discount prices and assure that all classrooms have adequate supplies throughout the year. Parents are asked to ensure that students have a refillable water bottle at school every day.

Families are also asked to contribute to the cost of overnight trips and, occasionally, class activities such as concerts or plays. Students are never denied the right to attend school or participate in activities based on inability to pay. Parents who cannot pay any fee or would like to pay over time may send a confidential message to principal Vanessa Gray at [v.gray@fgcshcool.org](mailto:v.gray@fgcshcool.org) or 503-359-4600, ext. 101.

## **Communicating Needs & Concerns**

FGCS values open communication between families and teachers, administrators and staff. We strongly encourage parents to contact teachers or an administrator to share information and discuss solutions if a problem or circumstance is impacting their children at school. We believe that most situations can be resolved by working together. We want to do everything possible to help students feel happy about coming to school every day. Please don't hesitate to contact us with questions and concerns.

**Email Correspondence with Staff:** Email is typically the easiest way to correspond with teachers and other school staff. Please feel free to send a brief email outlining your question or concern to the appropriate staff member and they will respond as soon as possible. Keep in mind that teachers may not see email messages until after the end of the school day. All staff members' email addresses are included in this handbook.

## **Complaints**

In most cases, complaints are best resolved by the parties closest to the issue. FGCS encourages parents/guardians to talk directly to the individuals with whom they have the concern. For example, if you are concerned about issues in your child's classroom, arrange to have a private conversation with the classroom teacher. If the issue is not resolved, contact the principal. Parents may file written complaints by email to the principal at [v.gray@fgcschool.org](mailto:v.gray@fgcschool.org) or to the Board of Directors at [board@fgcschool.org](mailto:board@fgcschool.org). Any concerns about bullying or harassment should be immediately reported to an administrator (principal or director of operations).

## **Bullying, Threats and Harassment**

FGCS does not tolerate bullying, intimidation, harassment, threats or threatening behavior in any form. Bullying is defined as targeted, repeated use of power to cause harm (physical, emotional or psychological) to another. Students and parents are encouraged to immediately report any concerns about bullying, harassment, intimidation or threats involving FGCS students. Reports may be made to any staff member, who are required to immediately refer such reports to an administrator, who will conduct an investigation. FGCS will investigate any allegations of bullying, threats or other conduct affecting the safety of students, staff and others at school, including allegations of conduct that occurs off campus or after hours.

## **Student Conduct/Restorative Discipline**

FGCS is committed to creating and maintaining a safe, welcoming learning environment for students. All school community members are expected to behave safely, respectfully and responsibly. All students are taught what these behavior expectations look like in day-to-day interactions at school and these expectations are modeled and reinforced by all staff members. We are committed to teaching, modeling and practicing



social-emotional skills that will support students in working toward their highest potential as scholars, stewards and citizens.

Each school year, classroom teachers and students develop expectations and rules based on school-wide tenets of scholarship, stewardship and citizenship. Student participation in this process enhances their commitment to rules and helps reduce disciplinary problems. FGCS also uses the Second Step curriculum to teach developmentally appropriate social-emotional skills needed for school success. School-wide expectations are taught through All-School Meetings and through daily interactions between staff and students.

Our approach to student discipline focuses on restorative practices. This approach sets high standards for student behavior while recognizing that children make mistakes as they are growing up and need positive support, as well as consequences, to learn from their mistakes and do better in the future. When student behavior disrupts the learning environment, breaks rules or harms others, our restorative discipline process helps students (1) take responsibility for their behavior, including understanding how their behavior has affected others; (2) learn from their mistakes and make plans or develop skills to avoid repeating the misbehavior; and (3) make amends for the harm caused through apologies, restitution or other actions..

Our restorative approach to student discipline does not emphasize punitive responses such as detention, suspension and expulsion; however, such responses may be applied when appropriate for student safety reasons or if student behavior is not responsive to restorative measures. We refer to the Forest Grove School District's [Disciplinary Action Charts](#) for guidance on the range of appropriate disciplinary responses

A restorative approach to discipline requires willing participation by students and, in some cases, their families. Parents/guardians are notified when students are referred for disciplinary action more serious than an informal talk with a teacher or administrator. In some cases, individuals harmed by student behavior are invited, but not required, to participate in the process.

In addressing student misbehavior, we make every effort to gather as much information as possible from those involved and witnesses, if any. Students have the opportunity to tell their side of the story. Parents may be asked to participate in meetings to discuss behavior and determine responses. By its nature, restorative discipline is not 'one size fits all' because it takes into account the facts, circumstances and individuals involved in

determining appropriate responses. While each situation is unique, we strive for fairness and consistency in how we respond to instances of misconduct.

We welcome parent feedback and appreciate parent support for this model of student discipline, which emphasizes helping students learn from mistakes, restore relationships and repair harm rather than simply punishing poor behavior. **Note:** If student misconduct violates or may have violated the law, school officials may notify appropriate authorities.

## **Accidents & Illnesses at School**

In case of a serious accident or illness at school, parents/guardians will be contacted immediately. If parents/guardians cannot be reached, the school office will contact individuals listed as emergency contacts in the student's file. Emergency medical response may be called if needed.

No care beyond basic First Aid can be provided at school. If a student is unable to participate in class because of injury or illness, parents/guardians must make arrangements to transport the child home. We strongly recommend that parents have a standing 'Plan B' in place in case to respond to unexpected injuries or illnesses.

### **Communicable illnesses**

Students may not come to school when they are experiencing symptoms of communicable illnesses, such as fever, vomiting, dizziness, swollen glands, etc. Students must be kept home until they have been fever-free for at least 24 hours without fever-reducing medications.

### **Head lice**

Students who have live lice should remain at home until they have been treated and all nits removed. Parents are strongly encouraged to regularly check their students for lice, which research shows are most commonly transmitted outside of the school setting. FGCS does not conduct regular preventive lice checks.

### **Medical insurance**

FGCS is not responsible for medical or other expenses related to student illness or accidents at school.

## **Weapons Restrictions**

Weapons of any kind, including pocket knives, replica knives and toy weapons, are strictly forbidden at FGCS.

## **Personal Items at School**

Students are strongly discouraged from bringing valuable or important personal items to school. FGCS does not provide lockers and cannot be responsible for theft, loss or damage to students' personal property. FGCS reserves the right to temporarily take possession of student personal items if they are misused or become distracting/disruptive or to prohibit students from bringing the items to school. Personal items will be returned to students at the end of the school day or parents will be asked to pick up the item at school.

## **Home-Family Communication**

FGCS communicates with families primarily by email. We encourage FGCS parents to check email regularly for important announcements. Information and updates may also be shared on our website, on the public FGCS Facebook page and on the closed FGCS Parent Group Facebook page (to join this group, search for the name on Facebook and send a request to join).

Classroom teachers all maintain classroom websites and send weekly parent emails. Parents are encouraged to regularly check for teacher emails and read teacher websites for important information about classroom assignments, homework, upcoming Out & Abouts, volunteer opportunities and more.

Two-Household Families: Student report cards and other school communications are sent to both parents listed on registration forms unless a court order forbids it.

## **Family Directory**

Parents/guardians will receive an email with a link to a Google form to share contact information in a Family Directory, which will be distributed to parents electronically in the fall. Participation is voluntary.

## **Publicity/Use of Student Images, Names and School Work**

FGCS may use photos of students and images of their school work in school-sponsored publicity, including websites, newsletters, social media and teacher web pages.

Parents/guardians who do not want their students' photos used should notify director of operations Karen Torry at [k.torry@fgcschool.org](mailto:k.torry@fgcschool.org). Note: Student images may appear in local news outlets when school events or activities are covered by local media. In addition, community partners working with or hosting FGCS students for Out & Abouts may photograph students for their own publicity. While FGCS encourages other entities to seek parent permission for use of images, FGCS cannot control these uses.

## **Special Education**

Under state law, Forest Grove School District is responsible for providing special education services and support to eligible students in public charter schools such as FGCS. Students who receive special education services are eligible to enroll at FGCS on the same basis as students. If a student receiving services is offered a classroom spot at FGCS after the enrollment lottery or at a later date, the student's Individualized Education Program (IEP) team will meet to determine how services will be provided at FGCS. In some cases, the District may determine that services should be provided in a different setting and will not approve placement at FGCS. Prospective parents should contact their student's IEP case manager or the special education coordinator at their child's current school. Contact principal Vanessa Gray at [v.gray@fgcschool.org](mailto:v.gray@fgcschool.org) with any questions.

Special Education Referrals: The FGCS special education referral team considers all referrals for special education services. Parents, teachers or staff members may refer students or students may refer themselves. Parents may contact the principal or classroom teacher to request a referral.

## **Student Records**

Family Education Rights & Privacy Act: The Family Education Rights & Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA limits third-party access to student education records, keeps personally identifiable information confidential and allows students and parents to access records. Detailed information about both student and parent rights under FERPA is available [here](#).

FGCS is the custodian of student records while students are enrolled at FGCS. Records are kept confidential and are stored securely on school property. Parents may contact the school office to make arrangements to view or make copies of their children's records. Non-custodial parents have access to student records unless such access is prohibited by a court order that has been provided to FGCS. Students under age 18 may view their own records with parent permission. When a student transfers or graduates from FGCS, records are forwarded to the student's next school upon request by the new school.

## **Family Involvement & Volunteering**

FGCS welcomes the active involvement of parents and other family members in support of our students, teachers and staff. Chaperoning Out & Abouts, helping with garden work days, leading after-school classes or clubs, and coordinating fundraising activities are just a few of the ways volunteers can get involved. To volunteer for Out & Abouts, contact Erin Morgan at [e.morgan@fgcschool.org](mailto:e.morgan@fgcschool.org) (Levels 1, 2 and 3) or Stephanie Woods at [s.woods@fgcschool.org](mailto:s.woods@fgcschool.org) (Level 4). For other classroom volunteering, contact your students' teachers. To volunteer with fundraising, contact principal Vanessa Gray at [v.gray@fgcschool.org](mailto:v.gray@fgcschool.org). To get involved with after-school classes or clubs, contact Karen Torry at [k.torry@fgcschool.org](mailto:k.torry@fgcschool.org).

## **Health & Safety**

The safety of students and staff is our foremost concern. FGCS is subject to the same health and safety laws and regulations as all public schools. In general, FGCS follows District regulations in the areas of health and safety. Please contact Director of Operations Karen Torry at [k.torry@fgcschool.org](mailto:k.torry@fgcschool.org) with any questions.

### **Communicable Illness/When to Keep Students Home**

Click here for a [handy chart](#) explaining when students should stay home because of symptoms of communicable illness and when they can return to school. Please contact student health aide Emily Bose at 503-359-4600 with any questions.

### **2022-23 COVID-19 Protocols**

COVID protocols for the 2022-23 school year will track those in place at the end of the last school year. Face masks are encouraged as a proven way to prevent the spread of communicable illness, but wearing them is optional for students and staff. All staff members and volunteers must be vaccinated against COVID-19. Screening and diagnostic COVID testing programs are available to all students. Consent forms for these programs will be distributed with registration materials and may be downloaded from the [school website](#) or requested in the school office at any time.

### **Drugs, Alcohol & Weapons**

Possession or use of drugs, alcohol, tobacco or weapons of any kind or related paraphernalia is strictly prohibited. Drugs includes any prescription or non-prescription medication except cough drops. Students who violate rules regarding possession or use of drugs, tobacco, alcohol or weapons are subject to school discipline up to and including suspension or expulsion and referral to law enforcement authorities.

### **Medications**

Students may take medications (prescription or non-prescription) during the school day under the direct supervision of trained staff with parent and doctor permission. Parents must fill out a form giving permission and providing instructions for dispensing the medication. Important note: Students may not carry any medications at school except cough drops, inhalers or Epi-Pens. Students must have written parent permission to carry inhalers or Epi-Pens. Parents are responsible for making sure students have any needed medications at school. Please request all medication forms in the school office.

Parents should bring in any medications they want to keep on file at school for their students; do not give medications to students to deliver. Prescription medications should be provided in original packaging with dosage information on the label.

### **Allergies/Asthma**

If your child has allergies or asthma that require accommodations at school, please contact the director of operations, Karen Torry, at 503-359-4600 to make a plan.

### **Immunizations**

FGCS is subject to Oregon's compulsory immunization law, which requires that school children be immunized at the time of enrollment. [Click here](#) for detailed information about required immunizations. Contact the school office with any questions about documenting your student's immunization status.

### **Safety Drills & Responses**

FGCS conducts regular safety drills, including monthly fire drills and twice-yearly earthquake and lockdown drills. Students receiving instruction and preparation for participating in these drills. In the case of any threats or potential threats that may impact the school, FGCS follows the District's threat assessment protocol. Please contact the director of operations, Karen Torry, at [k.torry@fgcschool.org](mailto:k.torry@fgcschool.org) with questions about safety.

## **School Closure/Delayed Start/ Early Dismissal**

FGCS follows the direction of the Forest Grove School District if inclement weather forces a late start, early dismissal or closure. The only exception to this is in the event that inclement weather occurs on a day when FGCS is open but District schools are closed. In that case, FGCS will determine whether school will close, start late or dismiss early and will notify parents accordingly via all-school email, FGCS website and social media.

We recommend that parents subscribe to Forest Grove School District notices through [FlashAlert](#). You may also check local TV/radio stations and the District website for information. FGCS will make every effort to notify FGCS families via all-school email, our website and social media outlets of any closure, delayed start or early dismissal.

## Lost & Found

Lost & Found is located on the main floor. Please check in at the school office to ask to check Lost & Found. To avoid losing items, we request that your child's name be placed on items that can be misplaced including coats, jackets, hats, backpacks, water bottles & lunch gear. Because we have limited storage capacity, we will discard or donate unclaimed items periodically throughout the school year.