

# OREGON FAMILY SCHOOL

*Pulling the threads of home and school together, within the fabric of community, to support success for all students.*

## 2023-2024 K-8th Grade FAMILY HANDBOOK



***“Wisdom Begins in Wonder”***  
***~ Socrates ~***

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## WELCOME TO OREGON FAMILY SCHOOL

Dear Parents:

A warm welcome to Oregon Family School! We realize that you have other options available for your child's unique and personal education needs, so we are honored that you have considered our school to partner with you!

We humbly believe that our model and methods demonstrate in words and actions how we champion home-based education. We strive to enrich and support the learning that begins in your home. Oregon Family School is dedicated to providing the best possible academic, technological, and community resources to support both parents and students in our school in order to meet your specific needs.

This family handbook has been prepared to give you information about our school. We hope that you find it helpful. If you have any questions or concerns, please feel free to contact us by phone, email ([info@oregonfamilyschool.com](mailto:info@oregonfamilyschool.com)), or through our website at [www.oregonfamilyschool.com](http://www.oregonfamilyschool.com).

Sincerely,

*Lori Bogen, PhD*

Lori Bogen, PhD  
Executive Director/Principal

### OREGON FAMILY SCHOOL MISSION STATEMENT

**To partner with parents to provide  
a rich, innovative, and effective home-based education  
that nurtures academic success and personal growth**

***Vision:** To assure the healthy and whole development of every child so that each has knowledge, skills, and resiliency to be successful in a rapidly changing world*

## **PREFACE**

The purpose of this handbook is to provide parents and students with information regarding our model, general policies, and procedures. The information contained in this handbook is subject to revision, and may be superseded by changes in Board policy or by administrative policy and regulation without notice.

## **About OFS**

### **CORE VALUES: WE HONOR INDIVIDUALS AND RELATIONSHIPS**

Oregon Family School (OFS) recognizes that students are individuals, possessing unique gifts and abilities. To this end, we strive to support them in the cultivation of their individual interests and strengths.

### **GUIDING PRINCIPLES**

- Personal and academic excellence is fostered through personalized education
- Success is developed from a solid foundation of support
- Strong partnerships with parents/guardians are essential
- Community partnerships facilitate learning beyond the classroom

### **WHAT IS A FOCUS VIRTUAL CHARTER SCHOOL?**

A focus virtual charter school offers a systematic program of virtual instruction, but includes some regularly scheduled in-person meetings that include students and advisors as part of the instructional program.

### **OFS MODEL AT A GLANCE: WE OFFER...**

- Individual Learning Plans (ILP) developed in a partnership between parents & advisors
- Internal Assessments to identify student strengths, target areas for improvement, and guide the development of the ILP
- Multiple options for on-line learning in core subjects and supplemental practice
- Weekly live (K-8) virtual classes taught by OFS instructors
- Weekly onsite Community Day learning for Kindergarten – Grade 12
- Enrichment opportunities including electives in music, art, technology, P.E., and more
- Support for Special Education (through home-based parent oversight)
- Reading instruction options and interventions for students with dyslexia and other literacy struggles
- Concurrent enrollment for simultaneous college and high school credit (up to 12 credit hours tuition paid by OFS)

## **OREGON FAMILY SCHOOL BOARD OF DIRECTORS**

Megan Welch, Board Chair  
[ofsboard@oregonfamilyschool.com](mailto:ofsboard@oregonfamilyschool.com)

Kristl Williams, Director

Ben Zimmerman, Director

Jenna Gruber, Director

Rachel Curtiss, Director

Board Meetings are generally held every third Wednesday of the month during the school year at 6pm via Zoom. Contact [info@oregonfamilyschool.com](mailto:info@oregonfamilyschool.com) for the link. Changes are posted on our website: [oregonfamilyschool.com](http://oregonfamilyschool.com). Board Meetings are open to the public. Comments may be directed to the board chair via email to be relayed to the Board. Meeting agendas and minutes are available upon request.

### **ADMINISTRATION**

**Executive Director: Lori Bogen, PhD**  
[ofsdirector@oregonfamilyschool.com](mailto:ofsdirector@oregonfamilyschool.com)

**K - 8 Program Administrator: Cencio Ulit**  
[k8admin@oregonfamilyschool.com](mailto:k8admin@oregonfamilyschool.com)

**High School Program Administrator: Jennifer Breedlove, M.Ed**  
[hsadmin@oregonfamilyschool.com](mailto:hsadmin@oregonfamilyschool.com)

**Oregon Family School is a focus virtual charter school sponsored by Harney County (Crane Elementary) School District #4**

**Sponsoring District Mailing Address:**  
Oregon Family School % Crane Schools  
43277 Crane-Venator Lane, Crane, OR 97732

**Oregon Family School Mailing Address:** OFS, PO Box 7647, Bend, OR 97708

**Bend Campus Learning Center Address:** 21530 NE Butler Market Rd., Bend, OR 97701

**Redmond Campus Learning Center Address:** 1865 W Antler Ave, Redmond, OR 97756

**La Pine Campus Learning Center Address:** 52565 Day Rd. (K-4/5) AND  
15971 Mt. View Ln. (5/6-7/8), LaPine, OR 97739

**Administrative Office:** 21550 NE Butler Market Rd., Bend, OR 97701

**Office Hours:** Monday-Friday, 8:00 am - 4:00 pm,

**Community Day Hours:** Tuesday, Wednesday, Thursday 9:00 am – 2:30 pm

**OFS Phone Numbers:**

Office:	541-600-4946
Attendance Secretary:	541-249-3865
Registrar:	541-316-5620
Fax:	541-668-6561

**Email:** [info@oregonfamilyschool.com](mailto:info@oregonfamilyschool.com) **Website:** <https://www.oregonfamilyschool.com>

**CAMPUS CONTACTS**

**Registrar: Rhonda Scheresky**  
[registrar@oregonfamilyschool.com](mailto:registrar@oregonfamilyschool.com)

**Receptionist, Bend Campus, & Attendance: Cassandra Torgrimson**  
[bendcampus@oregonfamilyschool.com](mailto:bendcampus@oregonfamilyschool.com)

**Receptionist, Redmond and La Pine Campuses: Angie Williams**  
[r-lpcampus@oregonfamilyschool.com](mailto:r-lpcampus@oregonfamilyschool.com)

**Receptionist/Assistant Registrar, Bend Administrative Office: Jennifer Baxley**  
[adminoffice@oregonfamilyschool.com](mailto:adminoffice@oregonfamilyschool.com)

## **Enrollment Processes and Procedure**

Oregon Family School offers two options for our students:

One option is for the student to attend (in addition to their home-based learning) an onsite community learning day (as space is available) at one of our campuses in Bend, Redmond, or La Pine. In Bend, students may choose one day (Tuesday, Wednesday, OR Thursday), to attend Community Day with same-age peers. In Redmond, Wednesday is the only onsite day available. In La Pine, Thursday is the only onsite day available. Onsite classes are held from 9 AM - 2:30 PM.

The second option is for OFS students to complete all learning from home. We call these families “fully virtual” because they have opted out of an onsite Community Day, or are on the waiting list for an onsite community day slot.

### **For Weekly Onsite Enrollment :**

1. Fill out and mail, scan, fax, or bring in the enrollment packet, which can be found on the website ([oregonfamilyschool.com](http://oregonfamilyschool.com)), or picked up at the blue administration house located at 21550 Butler Market Road, in Bend.
2. During open enrollment periods, a Community Day start date for each onsite student will be determined. Parents will also receive a packet which includes a Welcome letter, a school calendar, and a student/parent handbook. The website is updated to reflect when enrollment is open and/or closed.
3. Upon enrollment, an advisor will be assigned, who will then schedule an appointment with parent and student to meet and develop the Individual Learning Plan, (ILP). Curriculum will be ordered at this time. (Generally in the fall and open enrollment periods.)
4. Before, during, or after the ILP meeting, the student will participate in a reading assessment and a math assessment to confirm we have placed the student in the appropriate level of curriculum. These assessments will provide a baseline for progress monitoring and are required in fall, winter, and spring.
5. Once the initial ILP meeting is completed, electronics, such as Chromebooks, are available for checkout and use during the school year.

### **For Fully Virtual Enrollment - (no Community Day attendance):**

We offer a robust selection of virtual community classes, writing, art, music, and PE on Mondays, via Zoom. The enrollment process is the same, except an onsite community day will not be assigned. An advisor will be assigned, an ILP meeting scheduled, curriculum ordered, assessments done, and electronics checked out.

## **What is an ILP?**

ILP stands for Individualized Learning Plan. After enrollment with Oregon Family School, you will be contacted by an advisor. The parent, the student, and the advisor will work together to create a unique educational plan that will meet the needs of the family and fulfill the requirements of the state of Oregon. With the guidance of your advisor, you will choose a curriculum for each of the subjects listed on your ILP, and must include the core subjects of math, science, social studies, language arts, and PE/Music/Art. Be assured that there are many creative ways to meet these guidelines while still allowing the family to maintain their goals, values, and priorities. Collaboratively, the family and school will work together to devise a plan that can satisfy everyone involved.

## **What are the benefits of being a student at OFS?**

- Chromebook or iPad: Every enrolled student at OFS has the option to receive access to a Chromebook or iPad (iPads as available and prioritized for younger students or those with access challenges). The device is returned to OFS at the end of the school year, or if the student withdraws from the program.
- Allotment: Every K-8 enrolled student will receive a total of \$800 for the year (\$400 per semester), to use for curriculum and/or instructional extra-curricular activities (must be connected to instruction on the ILP). At the high school level, it is \$1500 for the year, (\$750 per semester). OFS families may use allotment money to cover curriculum to support at-home instruction and/or instructional extracurricular activities such as lessons in art, music, physical education, sports, etc. (non-faith-based). Up to \$150 each year may be used for necessary equipment directly related to the curriculum/class.
- Advisors: Every enrolled student at OFS will be granted full access to an advisor that will assist the family in creating an ILP; help monitor student progress; and provide support to access all of the offerings at the school.
- Monday Virtual Classes: OFS offers our students a variety of online classes that take place on Mondays throughout the school year. All of the classes are free and they are also taught by a licensed teacher at OFS, via Zoom.
- Friday Enrichment Classes: If you are located near Bend, Oregon, your family may be interested in participating in the on-campus Friday Enrichment classes and field trips offered through OFS. Even if your student is a virtual-only student, they are welcome to attend these activities if it fits for your family.



## What are the expectations of being a student at OFS?

- Work Samples
  - The family will provide monthly EOP (Evidence of Progress) samples in five different areas: math, science, social studies, language arts, and physical education. A sample learning from each subject area will be submitted once per month, prior to the monthly meeting (see below). Advisors can help with criteria for acceptable samples.
  - Most families choose to submit these samples electronically using a Google Form provided by the advisor. Please discuss with your advisor if you need an alternative method.
- Parent-Advisor Communication
  - In addition to monthly EOP samples, the parent and advisor will communicate about the student's education at least once per week.
  - The parent may choose the method of parent-advisor communication. The most popular options are via email, phone call, or text.
  - A regularly scheduled recurring monthly meeting will be required. It can be virtual or in person, but should be scheduled at the same day and time every month if possible (i.e. first Mondays of the month at 9:00 a.m.).
- Progress Monitoring
  - In order to receive funding for our school, OFS is required to ensure and provide for the educational progress of each student. Work samples are one method of tracking growth. Also, the advisor will administer in-house reading and math assessments three times per year. The purpose of these assessments is simply to inform the educator and parent as to whether the chosen curriculum is meeting the child's educational needs. The assessment results are only shared with parents and relevant OFS staff.
  - If a student is not making progress in a subject area, the parent and the advisor will discuss alternative ways to meet the child's needs. The parent has the right to accept or refuse the services offered by OFS.
  - State assessments are provided each year, and results are sent to parents as soon as they become available. The state tests help us demonstrate to our sponsoring district and the state that our students are doing well. Parents are encouraged to ask questions and express concerns to see how accommodations can be made.

## **ENROLLMENT IN MORE THAN ONE SCHOOL**

Students enrolled in OFS are public school students, subject to Oregon Administrative Rules for Public Charter Schools. As such, they are NOT considered homeschooled students, and only one school can claim each student for state funding support. However, there may occasionally be options to partner with other schools for attending certain classes and/or extra-curricular activities. For this to occur, both schools must be in agreement, and the parent must agree to **pay tuition costs** if allotment funds aren't sufficient. See the Executive Director for more information.

## **RE-ENROLLMENT AND LOTTERY**

The enrollment process for each upcoming school year begins in **February**. Current families will be given the opportunity to complete an **Intent to Re-enroll Form** which can be found on the website and at this link: [☰ Intent-to-Reenroll-2024-25](#) . PLEASE DO NOT SUBMIT THIS UNTIL FEBRUARY 1ST AND BEYOND. Starting February 1st, the completion of this form will hold student spaces for the following school year and provide an opportunity to declare intent to enroll any siblings. Siblings of currently enrolled students will have priority in enrollment. In March, OFS begins open enrollment. If the number of new applicants exceeds the number of student spaces available, as determined by the OFS charter, a lottery process will be instituted. This will be followed by a wait list for students wanting to be admitted when a space becomes available.

## **WITHDRAWAL PROCEDURE**

To withdraw from Oregon Family School, the Registrar should be contacted at least one (1) day before a student begins his or her new school placement in order to comply with state regulations. The Registrar will have you complete a withdrawal form, and all technology and other checked out materials need to be returned by the withdrawal date. Also, if early withdrawal, reimbursements are subject to repayment, and will be prorated. For a withdrawal form, contact the office at [info@oregonfamilyschool.com](mailto:info@oregonfamilyschool.com).

## **TERMINATION OF ENROLLMENT**

As required by state law, Oregon Family School adheres to specific attendance policies. As a virtual school, students must have daily attendance submitted each week. After ten (10) consecutive absences and no communications, OFS is required to unenroll students from the school. On the eleventh (11th) day, students will be dropped from enrollment. An email and hard copy notification will be sent to parents or guardians. Students may re-enroll by contacting the registrar and completing the re-enrollment process.

## **Basic Operating Policies and Guidelines**

### **ANTI-DISCRIMINATION POLICY**

OFS prohibits discrimination and harassment on any basis as protected by law, including but not limited to an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination law, Section 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act of 2008, or Title II of the Genetic Information Nondiscrimination Act of 2008. A public charter school may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, the terms of an individual's educational program, income level, proficiency in the English language, or athletic ability.

If you have concerns regarding any of the above, the procedure for filing a complaint can be found at [ADA Grievance Procedure](#)

### **Anti-bullying/Hazing/Harassment/Intimidation/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence:**

In accordance with School District Policy JFC/GBNA, Oregon Family School strictly prohibits hazing, harassment, intimidation, menacing, bullying, and cyberbullying. Retaliation against any person who reports incidents of these behaviors, or participates in an investigation in these behaviors is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Students who have engaged in any behavior prohibited by this policy will be subject to remedial action and discipline up to and including expulsion. The school may also file a request with the Oregon Department of Transportation to suspend the driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for: menacing another student or employee, willful damage or injury to school property, or for use of threats, bullying, intimidation, harassment or coercion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Executive Director or School Board. Individuals may also be referred to law enforcement officials.

Bullying Hotline - 1 844-472-3367

Email: [tip@safeforegon.com](mailto:tip@safeforegon.com).

On-Line: [Safeoregon.com](http://Safeoregon.com)

## **ATTENDANCE: COMMUNITY AND ENRICHMENT DAY**

In addition to submitting absences in Alma, parents are asked to contact the receptionist/attendance secretary directly, if the student(s) will be absent from Community Day.

Bend Campus: [bendcampus@oregonfamilyschool.com](mailto:bendcampus@oregonfamilyschool.com)  
Redmond Campus: [r-lpcampus@oregonfamilyschool.com](mailto:r-lpcampus@oregonfamilyschool.com)  
La Pine Campus: [r-lpcampus@oregonfamilyschool.com](mailto:r-lpcampus@oregonfamilyschool.com)

## **ATTENDANCE: HOME DAYS**

The Oregon Family School operates on a 175 day school year, which includes Community Days and home-based instruction days. **Parents are expected to log into the student information system, ALMA, daily to record student attendance.** The Receptionist/Attendance Secretary should be notified via a phone call or email of excused absences in the case of illness or family emergency.

## **DISCIPLINE POLICY**

Oregon Family School strives to create an environment where each student feels safe and cared for by maintaining the following principles of respect:

- We demonstrate dignity for ourselves and for others
- We respect the rights and needs of ourselves and others
- We respect personal property, school property, and the property of others
- We value personal health and safety for ourselves and others

OFS shall consistently and fairly enforce all student conduct policies, including suspension and expulsion. If a student's conduct has been shown to disrupt the educational environment and culture of respect and safety, the principal or administrator will offer corrective counseling, which may include our counselor on staff. A student may be subject to disciplinary sanctions that are age appropriate and, to the extent practicable, are approaches shown through research to be effective.

## **DRESS CODE AND PERSONAL GROOMING**

Students are encouraged to dress and groom modestly. Clothing should cover and fit properly, and be neat and clean. OFS administration reserves the right to notify parents and students if a student's clothing or grooming causes a disruption to the environment or educational process at Community Day or any OFS sponsored activity, and to request parental support to rectify these issues.

## **FAMILY AGREEMENT**

OFS has developed guidelines to safeguard the partnership with families in the education of their children, ensuring that the school remains the best possible fit for each child. As such, parents and students are expected to:

- Abide by Oregon Family School policies and guidelines
- Help develop and oversee each student's Individualized Learning Plan (ILP) assuring its implementation as agreed upon by the OFS advisor, student, and parent
- Be accountable for overseeing the portion of schooling that occurs in the home
- Communicate regularly with each child's advisor, at least once per week, and submit daily attendance in ALMA (student information system)
- Submit work samples in core subjects to advisor monthly
- Recognize that OFS staff members have the responsibility to comply with health and safety regulations, and to maintain an environment that is conducive to learning for all students

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

The Family Educational Rights to Privacy Act (FERPA) is a federal law that protects the privacy of student education records and gives parents certain rights with regard to these records. Oregon Family School strictly adheres to FERPA regulations: Under FERPA, these rights transfer to students when they turn 18 or attend a school beyond the high school level. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless for reasons such as great distance when impossible for parents or eligible students to review the records otherwise. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view on the contested information. Generally schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records without consent to the following parties or under the following conditions (FERPA 34CFR 99.31):

- School official with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- Judicial order or lawfully issued subpoena
- Appropriate officials in case of health and safety emergencies

- State and local authorities within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. For additional information regarding FERPA, call: (202) 260-3887; (800) 877-8339 (TDD)

Or you may contact the Family Policy Compliance Office at the following address:  
US Department of Education  
400 Maryland Avenue SW  
Washington DC 20202-5920

## **ILLNESS/INJURY PROCEDURE**

In the case of sudden illness or injury to a student, first aid will be given by trained school staff, the illness or injury will be documented, and parents will be notified.

**Please keep emergency contacts up to date.** OFS follows the regulations set forth by the Oregon Department of Education (ODE) regarding keeping students home from school when they are ill, including but not limited to the following symptoms;

- Fever above 100.5 degrees
- Vomiting or Diarrhea
- Symptoms or complaints that prevent the student from participating in his/her usual school activities such as a persistent cough

## **INCLEMENT WEATHER PROCEDURE**

If local schools are on a weather-related two-hour delay, then all OFS in-person classes will be on a one-hour delay. In the situation of inclement weather with local schools closing on an in-person CD, OFS in-person classes will be canceled, but teachers will be required to offer at least one hour of virtual CD via Zoom. Additionally, staff would work from home the remainder of the closure day and be available for phone calls, emails, and academic support. Such delays and closures will be posted on the website and Facebook page. Parents will also receive an email from the Attendance Secretary by 8:00 a.m. Virtual classes will operate as scheduled unless otherwise posted.

## LUNCHES AND SNACKS

Students will need to bring a nutritional snack and healthy sack lunch on Community Day, including utensils. Please make this a cold lunch if possible as a microwave may not be readily accessible. Due to dietary restrictions for some individuals, students are not permitted to share their food with others. If a family is in need of assistance to provide a lunch and snack for their child(ren), please contact the Administrator who will make the necessary arrangements for each child to have a lunch and snack while at Community Day. **If your child has a food allergy, please contact the school office and arrangements will be made to ensure the safety of your child(ren) at lunch and snack time. Because we have students with severe peanut allergies, please try to make your snacks and lunches nut-free.**

## CLOSED CAMPUS LUNCH POLICY

Oregon Family School maintains a closed campus for all students during Community Day, except students aged 16 and up who have submitted written permission from parents to leave campus on their own. In consideration of maximum safety, no direct food delivery to students will be allowed other than by parents/guardians.

## PERSONAL DEVICE USE POLICY

The use of personal electronic devices are subject to School District Policy, which allows devices to be used on campus and at OFS off-campus events in such a manner that does not disrupt the learning environment, school or classroom rules, state, and federal law (Board Policy JFCB). Thus, the use of personal smartphones, tablets, and laptops is permitted only at certain times and locations on campus. Generally, students' cell phones and/or devices should be left off and in their backpacks if brought on campus, but allowable use will be to communicate with parents at lunch hour in common spaces, or by permission from their instructor at other times. **Students may not share screens with other students.** OFS strives to create a school culture that values peer relationships and positive, courteous communication among everyone in the school community. Therefore we believe it is important to minimize personal screen time on campus. Learning activities on school computers during class time are an exception to this general guideline, as is also the occasional independent student work time with headphones for music or virtual instruction, and indoor-recess time with a teacher-chosen coding activity or game. However, the emphasis at recess is outdoor time and social activities.

## PETS

OFS asks that students refrain from bringing pets to school. The only exception to this policy would be the rare occurrence of a pet-sharing day, or a special pet-care class. In

such cases, a notice will be sent home in advance to parents and students with appropriate guidelines.

## **PLAN OF ASSISTANCE.**

If there are any clarifications or questions needed at any point in the process of enrollment regarding how things work at OFS, or questions arise about any of the policies and expectations, staff stand ready to help. If for any reason it becomes difficult for students or parents to follow the guidelines set forth in this handbook or the policies of the school, the administrator will meet with families to develop a plan of assistance designed to help both parents and students be successful at OFS.

## **SCHOOL SUPPLIES**

OFS does provide some classroom supplies, but the student should bring their own basic supplies to class every week. Occasionally classroom projects may require a few additional items that teachers will ask students to bring in from home, such as paper towel tubes or other common household items. Many parents have asked about bringing supplies to their child's teacher. While we don't have a required back-to-school supply list, we invite you to request the teachers' wish lists if you want to offer something to the classroom. Monetary donations to OFS (note your child's teacher's name) are always welcome and will be used by the teachers to purchase supplies for Community Day. Donations may also be made at the administrative office.

## **SEXUAL HARASSMENT**

OFS strictly prohibits sexual harassment. This includes sexual harassment of students, staff, or third parties by other students, staff, or third parties. Third parties include but are not limited to school volunteers, parents, school visitors, service contractors or others engaged in programs with OFS, whether persons are on campus, or at an OFS-sponsored event off campus. In addition, this prohibition also includes off duty conduct of OFS staff and contractors. Sexual harassment of students, staff, or third parties includes but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or nonverbal or physical conduct of a sexual nature such as:

1. The conduct or communication has the purpose or effect of demanding favors in exchange for benefits.
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or staff employment or assignment.
3. The conduct or communication has the purpose or effect of interfering with a student's educational performance or with an employee's ability to perform his/her job, or creates an intimidating, offensive, or hostile educational or working environment.



Examples of sexual harassment may include, but not be limited to: physical touching, graffiti of a sexual nature, display or distribution of sexually explicit drawings, pictures, and written materials, sexual gestures or obscene jokes, talking about one's sexuality in front of others, spreading rumors, or rating appearance of others.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee or third party who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the principal/school official who is responsible for investigations. A student may also report concerns to a teacher who will promptly report concerns to the principal/school official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who in good faith reports, files a complaint, or otherwise participates in an investigation or inquiry into sexual harassment.

Appropriate corrective action will be taken by OFS to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and /or counseling, or sexual harassment awareness training. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and /or additional sexual harassment awareness training as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the principal or the Board. The school may report individuals in violation of this policy to law enforcement officials, licensed staff, staff registered with the Teacher Standards and Practices Commission, and those participating in practicum programs to TSPC. (OAR)

The principal shall ensure appropriate periodic sexual harassment awareness training or see that information is provided to all supervisors, staff, and students and that annually the aim and position of school officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses, or other necessary contact information is readily available. This policy must be posted in all schools. The Sexual Harassment Complaint procedure and form may be found here [JBA\\_GBN R G1 Complaint Procedure](#)

## STAFF RATIOS AND SAFETY TRAINING

The safety of all is of the utmost importance at all times. Oregon Family School strives to provide a *physically* and *emotionally* safe environment for students both on campus and at all non-campus events. OFS K - 8 maintains a 16:1 student to staff ratio, with closely supervised and monitored lunch and recess periods. In most cases, the ratio is 16:2 as Community Days are also staffed with educational assistants who have varied duties in different classrooms. OFS has adopted the safety guidelines set forth by the sponsoring School District and offers and requires Safe Schools training for all staff. Please refer to the anti-discrimination, behavior guidelines, and technology policies that contribute to the provision of student safety and a safe school culture.

## STUDENT AND SCHOOL SAFETY

In accordance with Oregon law no alcohol, drugs, tobacco products or weapons of any kind are allowed on campus or any school-sponsored events occurring off campus.

Regular safety drills are performed on Community Days in accordance with Oregon law. In the case of an actual emergency, OFS will use email, text, and phone alerts to communicate the nature of the emergency and necessary information and instructions.

## STUDENT CODE OF HONOR

Oregon Family School requires that students conduct themselves with dedication, hard work, and integrity with regard to all school assignments. Students should do their own work and not rely on or ask others to do it for them. Students will agree to not cheat or copy others' work or writings, including internet resources. Students will agree to use school equipment for school academic purposes only. Students will follow all OFS policies regarding the safety of the school, the school's property, fellow students, and staff, which includes technology and anti-bullying policies to treat students and staff with respect online and in person. Students will strive to complete their required lessons each day.

## TECHNOLOGY GENERAL USE POLICY

In order to provide students with the most effective web-based tools and applications for learning, OFS abides by the Ipad/Tablet/Laptop Acceptable Use Agreement of the School District and the Children's Online Privacy Protection Act (COPPA) **Please read, fill out, and sign the Technology Use Agreement upon checking equipment out from the technology coordinator.** As a focus virtual school, OFS utilizes several computer software applications and educational programs, operated by third party platforms. In order for students to use these programs and services, certain personally identifiable information, generally the student's name and school email address, must be provided to the website operator. Under federal law, these websites must provide

parental notification, and obtain parental consent before collecting personal information from children under the age of thirteen (13). Safe Search, which blocks inappropriate sites and content from school computers, is enabled when students log in to their accounts with their OFS email addresses. Please refer to the CURRICULUM section of the handbook for details on technology-based learning programs that are offered to students.

## **TRANSPORTATION**

Parents are responsible for transporting students to and from Oregon Family School for Community Day, Enrichment Activities, and supervising their own students on OFS field trips and off-campus events unless otherwise arranged. Oregon Family School does not provide regular transportation.

## **COMMUNITY DAY IN-PERSON OPTION**

The Community Day at Oregon Family School is an opportunity for peer interaction, social/emotional support, and project-based learning activities. Community Days are offered on Tuesdays, Wednesdays, or Thursdays at the Bend Campus, Wednesdays at the Redmond Campus, and Thursdays at the La Pine campus. The hours of school are 9:00 am - 2:30 pm.

K-8 Community Days are structured similarly to a regular school day with breaks for recess and lunch. Choir and PE are offered to all K-8 students on Community Day. Students engage in project based learning activities within flexible peer groupings. Students attend the same Community Day each week. Grades and grade blends meet in separate classrooms with developmentally appropriate instruction. Class groupings for 2023-2024 are listed below. Groupings may be different from year to year, depending upon enrollment:

<u>Bend</u>	<u>Redmond</u>	<u>La Pine</u>
• Kindergarten	• Kindergarten	• Kindergarten
• Grade 1	• Grade 1	• Grade 1
• Grade 2	• Grade 2	• Grade 2
• Grade 3	• Grade 3	• Grade 3
• Grade 4	• Grade 4	• Grade 4
• Grade 5	• Grade 5	• Grade 5
• Grade 6	• Grades 6-7 Blend	• Grade 6
• Grade 7	• Grades 7-8 Blend	• Grade 7
• Grade 8	• Grades 7-8 Blend	• Grade 8



## CONFERENCES

Your family advisors will be available to schedule individual conferences for regular check-ins, to offer suggestions, and to update ILPs. In addition, monthly parent/advisor meetings are required to discuss student progress and make any changes to the ILP that parents and advisors decide are important and in the best interest of the student. Each child's advisor will be using evidence of progress samples (see below), and classroom observations, to gather information to help assess a child's academic and developmental growth.

## COORDINATION OF INSTRUCTION

At OFS, in addition to providing Community Day instruction, our family advisors serve families by guiding parents in the development of academic goals, choosing and evaluating curriculum, supporting home-based instruction, integrating assessment results, and measuring student progress. See the **Individual Learning Plan (ILP)** for more information.

## CURRICULUM ALLOTMENTS

Each K - 8 student receives an allotment fund of \$800 per year, divided into \$400 per semester. All curriculum and materials purchased by the school must be non-sectarian. Enrichment activities that are instructional may be paid for using allotment funds. Allotment funds may *not* be used for planners EXCEPT for this one: <https://homeschoolplanet.com/>. Other parent resources that are not specifically required for instruction, nor general school supplies are eligible for allotment funds. Allotment funds may not be used to pay for recreational activities that are not instructional. The school-paid purchases of all books and curriculum must support your child's Individualized Learning Plan, and be specifically tied to lessons. Up to \$150 per year may be used for equipment required in a course, tied to instruction, and listed in the ILP. See Allotment rules here: [OFS Allotment Rules 2023-2024 School Year](#)

## CURRICULUM CONTENT AREAS

For each student, parents are required to choose a curriculum that covers the four core subject areas: English/Language Arts, Math, Science, and Social Studies. Additional subject areas, such as physical education, art, music, and second languages, may be planned for on the ILP and allotment funds may be used for purchasing related instructional materials. Families are not required to return their curriculum at the end of the school year. If a family withdraws their student before the semester's end, however, OFS will request that the curriculum be returned for use by others.

## **CURRICULUM ORDERING AND REIMBURSEMENT FROM ALLOTMENT FUNDS**

Curriculum choices are made at the initial ILP conference with your Family Advisor. An order will be made on your behalf by your Family Advisor through the Tech Coordinator. The cost of the curriculum will be deducted from your allotment funds. After the initial curriculum ordering, you can still submit requests to the Tech Coordinator via your Family Advisor for additional curriculum. In the event you need to pay for allotment-eligible expenses, you can complete a reimbursement form and submit it online. All reimbursements must be accompanied by a detailed receipt or proof of payment. Purchases that do not support the student's ILP cannot be reimbursed. Reimbursement checks are issued at least once per month. See allotment rules here: [☰ OFS Allotment Rules 2023-2024 School Year](#)

## **ENGLISH LANGUAGE LEARNERS**

OFS has a certified teacher on staff who is qualified in reading instruction and holds endorsements in both Spanish and ESOL for students with English language development needs. Please be sure to notify your advisor if your child needs these services.

## **EVIDENCE OF PROGRESS (EOP)**

Parents are responsible for overseeing the education that happens in the home and are expected to submit regular evidence of progress and student learning to Advisors. Evidence of progress should be submitted for Language Arts, Math, Science and Social Studies. These samples are encouraged to be submitted using the google form ([Monthly Work Sample Form](#)), however alternative methods for these submissions can be mutually agreed upon by the Advisor, students, and parents/guardians but must reflect the student's progress in learning.

## **FAMILY FIELD TRIPS**

OFS supports the academic, recreational and cultural enrichment of our school community by offering family-based field trips. While OFS may host, schedule, and coordinate field trips, parents provide the transportation to and from, and chaperone their children during the entire event. Field trips are open to both our fully-virtual families and families who attend weekly Community Days. Field trip fees may be paid for with allotment funds.

## **FRIDAY ENRICHMENT PROGRAM**

OFS offers an elective enrichment program on Fridays. A variety of classes are available for all ages, covering a broad range of content. Enrichment classes are developed and overseen by the Enrichment Coordinator and are taught by OFS staff

members. A schedule of each enrichment session, classes offered, and registration instructions will be available via email prior to each session.

## **INDIVIDUAL LEARNING PLAN (ILP)**

Upon enrollment in Oregon Family School, your student's advisor will be given parent contact information, and they will schedule an Individual Learning Plan (ILP) Conference. In this meeting, together with the advisor, parents will plan out the academic goals for the year for their student and determine what curriculum they will be using at home in the areas of language arts, math, social studies, and science. For help with choosing curriculum for any of these content areas, the student's advisor is available to help guide and recommend effective curricular choices, and other resources to help support home-based instruction. The ILP is a crucial, yet flexible document that ensures OFS is carrying out its mission to partner with parents to provide students with the best possible guidance and support. You may find curriculum recommendations on our website, as well.

## **INTERNAL ASSESSMENTS**

At the initial ILP meeting – or as soon as possible after enrolling - OFS students will take an initial assessment in reading and math. These assessments provide a baseline to document each student's current skills and strengths, and to identify any gaps in skills or areas that need special focus. This baseline will provide parents and family advisors with vital information for setting goals and making suggestions for the ILP. These quick checks will be reviewed by the Reading Specialist and intervention team to determine if a child needs additional assessments and/or further specialized instruction. Parents will be notified if the team recommends additional services. Students at OFS will take these assessments three times per year to measure progress, which will help parents and advisors determine if the curriculum is meeting the goals set forth in the ILP. These assessments are critical and are an essential component of progress monitoring. Such monitoring is what allows parents the freedom to choose the curriculum that best fits the needs of each child. **At no time is any of the information about these tests, or data derived from these tests, shared with anyone except the family advisor, and other OFS staff who may have an educational need to know, such as the reading specialist or administrator.** If you have questions about these assessments, please contact your advisor.

## **INSTRUCTIONAL HOURS EXPECTATIONS**

Students in grades K-8 are expected to receive a minimum of five and one-half (5.5) hours of instruction per school day (Oregon generally requires 990 hours per year). All students are expected to complete these hours of instruction for the duration of the school year, except for excused absences due to illness or emergency. Parents are expected to oversee instructional time when students are not at the Learning Center.

OFS is supportive of flexible planning regarding when, where, and how such instruction occurs, and will work with parents to develop the best plan.

## **PHYSICAL EDUCATION**

Students are expected to fulfill P.E requirements during the school year. A P.E. activity summary needs to be included in each student's ILP to document how and when requirements are being met, and updated at monthly advisory meetings. OFS also offers P.E. during Community Day toward meeting this requirement. Oregon Department of Education requirements are as follows:

- Grades K-5: 150 minutes/week or 30 minutes per school day
- Grades 6-8: 225 minutes/week or 45 minutes per school day

## **SPECIAL EDUCATION SERVICES**

Special Education Services are the responsibility of the sponsoring school district, in partnership with Baker School District, who oversees the administration of these services for Oregon Family School. Arrangements will be made between all parties if a student is eligible to receive special education, or continue services if a child is already identified in the program. An Individualized Education Plan (IEP) will be developed and implemented for eligible students.

## **STATE TESTING**

OFS is required to administer the Oregon Department of Education State Assessments annually, during spring semester. All students are encouraged to take these assessments. While we recognize the right of parents to opt out per state law, OFS strongly encourages participation for a variety of reasons. Ask your advisor for more information.

## **TALENTED AND GIFTED (TAG)**

As part of the Individualized Learning Plan, a course of instruction will be matched to student abilities and interests, with the intent of meeting each child's needs. Our school does not, however, have any formal programs for Talented and Gifted (TAG) students.

## **UNIVERSAL DESIGN LEARNING**

Our goal is to have teachers utilize Universal Design Learning (UDL). This framework allows teachers to plan and implement projects that give students equal access to



opportunities, to participate in socially-interactive learning, and to practice and demonstrate their learning. Teachers incorporate read-alouds, arts and crafts, and other hands-on activities within the core subjects and may integrate two or more of these content areas into a single project. Each classroom will be set up with technology support stations as well.

### **VIRTUAL CLASSES TAUGHT BY OFS INSTRUCTORS**

In addition to the commercial virtual curriculum offered to students to purchase, OFS instructors teach weekly web-based classes in math, art, literature, and composition that can supplement math and language arts curriculum. Virtual classes will be held on Mondays and are free for OFS students. Students may log in “live” for an opportunity to interact. Please contact your family advisor for information on how to enroll in these classes.

*We are excited to welcome you to the new school year and look forward to serving you exceptionally well. Please never hesitate to contact your administrator with your thoughts and concerns - and please share how things are going in general or when you want to share your student's accomplishments! Have a great year!*