

NEAH-KAH-NIE SCHOOL DISTRICT NO. 56

Elementary  
Student/Parent  
Handbook

*Garibaldi Grade School  
604 Cypress Street  
Garibaldi, Oregon 97118-0317  
(503) 322-0311*

*Nehalem Elementary School  
36300 Eighth Street  
Nehalem, OR 97131-0190  
(503)355-3650  
888-218-2455*

2019 – 2020

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**Neah-Kah-Nie School District Calendar  
2019-2020 School Year**

|                  |  |
|------------------|--|
| <b>September</b> |  |
| 3                | First Day of School  |
| 9, 16, 23, 30    | District Wide 1.25 hour late start Monday (Start time @ 9:20 AM)             |
| <b>October</b>   |  |
| 7, 14, 21, 28    | District Wide 1.25 hour late start Monday (Start time @ 9:20 AM)             |
| 17               | No School – Parent Teacher Conferences (K-12)                                |
| 18               | No School – Parent Teacher Conferences (K-5)/Professional Development (6-12) |
| <b>November</b>  |  |
| 4, 18, 25        | District Wide 1.25 hour late start Monday (Start time @ 9:20 AM)             |
| 11               | No School – Veterans Day (observed)  |
| 27-29            | No School – Thanksgiving Holiday   |
| <b>December</b>  |  |
| 2                | No School – Grade Day  |
| 9, 16            | District Wide 1.25 hour late start Monday (Start time @ 9:20 AM)             |
| 23-31            | No School – Winter Break   |
| <b>January</b>   |  |
| 1                | No School – New Year’s Holiday   |
| 2-3              | No School – Winter Break   |
| 6                | School Resumes   |
| 6, 13, 27        | District Wide 1.25 hour late start Monday (Start time @ 9:20 AM)             |
| 17               | No School --District-wide In-service   |
| 20               | No School – Martin Luther King, Jr. Holiday                                  |
| <b>February</b>  |  |
| 3, 10, 24        | District Wide 1.25 hour late start Monday (Start time @ 9:20 AM)             |
| 17               | No School - President’s Day Holiday  |
| <b>March</b>     |  |
| 2, 9, 16, 30     | District Wide 1.25 hour late start Monday (Start time @ 9:20 AM)             |
| 13               | No School – Grade Day (K-12)   |
| 23-27            | No School – Spring Break   |
| <b>April</b>     |  |
| 6, 13, 27        | District Wide 1.25 hour late start Monday (Start time @ 9:20 AM)             |
| 20               | No School – Professional Development (K-5)/Parent Teacher Conferences (6-12) |
| <b>May</b>       |  |
| 4, 11, 18        | District Wide 1.25 hour late start Monday (Start time @ 9:20 AM)             |
| 25               | No School – Memorial Day Holiday   |
| <b>June</b>      |  |
| 1,               | District Wide 1.25 hour late start Monday (Start time @ 9:20 AM)             |
| 5                | District Wide Early Release/Last Day for Students                            |

# Neah-Kah-Nie School District #56

## Elementary Student/Parent Handbook

2019-2020

### Garibaldi Grade School

PO Box 317  
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Garibaldi, Oregon 97118  
Phone: (503) 322-0311  
E-mail: [janmarien@nknsd.org](mailto:janmarien@nknsd.org)  
Janmarie Nugent, Principal

### Nehalem Elementary School

PO Box 190  
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Nehalem, Oregon 97131  
Phone: (503) 355-3650  
E-mail: [kristiw@nknsd.org](mailto:kristiw@nknsd.org)  
Kristi Woika, Principal

### School District Offices

P.O. Box 28  
504 N. Third Ave.  
Rockaway Beach, OR 97136  
Phone: 503-355-2222  
Paul Erlebach, Superintendent

### School District Board of Directors:

Terry Kelly, Zone 1  
Landon Myers Zone 2  
Kari Fleisher, Zone 3  
Pat Ryan, Zone 4  
Sandra Tyrer, Zone 5  
Michele Aeder, Zone 6  
Carol Mahoney, Zone 7

Regular meetings of the Neah-Kah-Nie School District Board of Directors are held on the 2nd Monday of each month, at the School District Offices, or at other public locations posted in advance, beginning at 6:30 p.m. All meetings are open to the public as provided under the Oregon Open Meetings Law.

### School District Mission Statement

Through diverse educational opportunities, Neah-Kah-Nie School District, in partnership with the community, prepares students to become productive and responsible citizens for an ever-changing world

## Welcome

We would like to welcome you to Neah-Kah-Nie School District #56. Your school staff is looking forward to a productive year of teaching and learning together. This student handbook contains a great deal of useful information for students and families. We ask you to carefully review its contents now, and keep it handy for future reference during the school year. Many of your questions about our schools will be answered in these pages; however, we are always happy to hear from you when other questions or concerns may arise. We invite parents to contact their child's teacher or the school office at any time.

Of particular importance to parents is the Student Code of Conduct outlined on pages 18 & 19 and visitor/volunteer information on page 48 of this handbook.

Parents must understand that all students will be held accountable for the behaviors and consequences as described in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location, and while being transported on district provided transportation. Students who violate the Student Code of Conduct shall be subject to disciplinary action as described. Parents' support in maintaining a safe, orderly, and productive school environment will help assure success for all students.

We encourage all students to work hard to meet high standards and prepare themselves to meet rigorous benchmarks of achievement. We also encourage families to be active participants in their children's educational programs. We look forward to working together!

**The Garibaldi Grade School Staff**  
**The Nehalem Elementary School Staff**

### **ANTI-DISCRIMINATION NOTICE**

The Neah-Kah-Nie School District prohibits discrimination and harassment on any basis 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, sex, sexual orientation<sup>1</sup>, 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 issues; 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, , Title II of the Genetic Information Nondiscrimination act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted for additional information and/or compliance issues:

Stacey Dills, Special Services Director –Special Education, IASA Title IA, Title IIA, Title X, TAG  
Paul Erlebach, Continuous Improvement Plan (CIP), Technology  
Paul Erlebach, Superintendent – Title III

### **DISCLAIMER**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

## **PARENT/STUDENT STATEMENT OF ACKNOWLEDGEMENT**

Parents and students need to acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. **Parents objecting to the release of directory information on their student should notify the school office within 15 days of receipt of the student handbook.**

Parents must also give their signed and dated written permission for the district to release personally identifiable information.

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the district to withhold.

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

MAINTAIN THIS PAGE (FOR PARENT INFORMATION).

**A COPY IS INCLUDED IN THE BEGINNING OF THE YEAR REGISTRATION PACKET TO BE SIGNED AND RETURNED TO SCHOOL.**

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**\*\* As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.300 (4) and 125.300 – 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.**

## **ACADEMIC INTEGRITY**

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aides or other written materials on tests and assignments. Academic dishonesty also includes sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

## **ANIMALS IN THE SCHOOL**

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or co-curricular activity are allowed in district facilities.

Companion and comfort animals are not considered service animals.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

## **ADMISSION\*\***

A student seeking enrollment in district elementary schools for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements. Students who do not have a fixed place of residence in the district and those who become homeless may still attend school.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

Alternative educational services will not be provided to students expelled from another school district for violation of applicable state or federal weapons law and who subsequently becomes a resident of the district.

While parents have the option of placing their students in a private school or obtaining additional services, (such as tutoring), from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly-funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education Act (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that

the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

## **ALTERNATIVE EDUCATION PROGRAMS \*\***

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

### **In-District Alternative Education Programs**

1. Evening classes;
2. Tutorial instruction;
3. Small group instruction;
4. Professional technical programs;
5. Work experience;
6. Instructional activities provided by other accredited institutions;
7. Community service;
8. Independent study;
9. Expanded Options Program
10. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the principal

### **Non-district Alternative Education Programs**

1. Other school(s)/program(s);
2. Community college;
3. Others as approved by the district.

## **ALTERNATIVE EDUCATION PROGRAMS - ESTABLISHMENT**

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

“Alternative education program” means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals;
2. Criteria for enrollment;
3. Proposed budget;
4. Staffing;
5. Location;
6. Assurance of nondiscrimination.

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. The district will review proposals. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

### **ALTERNATIVE EDUCATION NOTIFICATION\*\***

Individual notification to students and parents regarding the availability of alternative education programs will be given as appropriate:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct);
2. When attendance is so erratic the student is not benefitting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered; \*
4. When a student is expelled;\*
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

\* The district will not provide alternative education programs for students expelled for violations of applicable state or federal weapon laws.

## **ANNUAL NOTICE**

The school district is required to provide annual notice to parents in response to several different state and federal regulations; this information may be accessed on the district website (<http://www.nknsd.org>).

## **ASBESTOS**

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

The management plan is available for public inspection in the district office.

The district's Director of Facilities, Grounds and Maintenance serves as the district's asbestos program manager and may be reached for additional information at the school district office.

## **ASSEMBLIES**

A variety of assemblies are scheduled during the school year. Programs and assemblies may feature awards and/or recognition, concerts, speakers, films, and performing groups. Parents are welcomed and encouraged to attend all assembly programs. A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Code of Conduct during an assembly shall be subject to disciplinary action.

## **ASSESSMENT PROGRAM**

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting-out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

## **ASSIGNMENT OF STUDENTS TO CLASSES**

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. We hope families will trust our professional judgment regarding placement. If there are serious circumstances occurring, parent requests to place a student in a particular class may be submitted to the building principal prior to June 1 of the school year in question, or no later than six weeks prior to a semester break during a school year. Requests to change a student's assigned class at other times must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

## **ASSIGNMENT OF STUDENTS TO SCHOOLS**

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office for additional information.

### **ATTENDANCE\*\***

All students between the ages of 6 and 18, who have not completed grade 12 are required to regularly attend a public full-time school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. All students five or six years of age who have been enrolled in a public school are required to attend regularly.

The district will notify the parent in writing and in the native language of the parent, that, in accordance with law, the superintendent will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

### **Absences and Excuses**

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify a parents or guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal or religious considerations. Parents must make any such requests in writing to the student's teacher.

When a student must leave school during the day, the parent must notify the school by phone or in writing. A student who becomes ill during the school day should, with the teacher's permission, report to the office. Office personnel will decide whether or not the student should be sent home and will notify the student's parent as appropriate.

A student who has been absent for any reason may be required to make up specific assignments missed and/or to complete alternative assignments to meet subject, course or benchmark requirements. Any student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

### **Truancy**

A student who is absent from school or from any class without permission will be considered truant and may be subject to disciplinary action including detention, suspension, ineligibility to participate in athletics or other activities.

### **BICYCLES/SKATEBOARDS**

Anything ridden to school by students must be parked in the designated area on school grounds and should be locked; skateboards must be left in office during school hours. Students under the age of 16 must wear a helmet and other safety gear as required by law.

The district assumes no responsibility or liability for loss or damage.

### **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as the band, choir, student government, and athletic teams may establish rules of conduct- and consequences for misconduct- that are more strict than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

### **COMMUNICABLE DISEASES\*\***

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with certain school restricted diseases are not allowed to come to school while the disease is contagious. Some of these diseases require a doctor's written release to return to school by a physician, physician assistant, nurse practitioner, local health department nurse or school nurse, while others require a signed note signed by the parent verifying they have followed procedures established by the school. Please refer to the categories listed below. Parents with questions should contact the school office.

### Doctor's Note Required for Return

|            |                       |
|------------|-----------------------|
| diphtheria | measles               |
| meningitis | whooping cough        |
| plague     | rash of unknown cause |
| rubella    | tuberculosis          |
| cholera    |                       |

### Parent's Note required for return after following School Nurse Procedures

|              |                          |
|--------------|--------------------------|
| chicken pox  | conjunctivitis (pinkeye) |
| mumps        | scabies                  |
| ringworm     | strep infections         |
| pandemic flu | staph infections         |

## **COMPUTER USE**

Students may be permitted to use the district's electronic communications system [only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals]. Personal use of district computers, including email access, is strictly prohibited, in addition to official district business consistent with Board policy, the general use prohibitions/guideline/etiquette and other applicable provisions set forth in administrative regulations.

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

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. The on-line activities of students are monitored;
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
7. Measures designed to restrict students' access to materials harmful to students have been installed;
8. Educating minors about appropriate online behaviors, including cyberbullying awareness and response and interacting with other individuals on social networking sites and in chat rooms.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted received or contained in the district's information system are the district's properties and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

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



Students who violate Board policy, administrative regulation, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

## **COMPUTER/INTERNET USAGE AGREEMENT**

### System Access

Access to the district's system is authorized to students with parent approval and when under the direct supervision of staff, and district volunteers, district contractors or other members of the public as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials.

Additionally, use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040

### General Use Prohibitions/Guidelines/Etiquette

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of the district's system.

#### A. Prohibitions

The following conduct is strictly prohibited:

1. Attempts to use the district's system for:
  - a. Unauthorized solicitation of funds;
  - b. Distribution of chain letters;
  - c. Unauthorized sale or purchase of merchandise and services;
  - d. Collection of signatures;
  - e. Membership drives;
  - f. Transmission of any materials regarding political campaigns.
  - g. Any action that interferes with the proper function of the system or impinges on other users' ability to use the system
  - h. Unauthorized attempts to modify technology equipment and/or software
2. Attempts to upload, download, use, reproduce or distribute information, data or software on the district's system in violation of copyright law or applicable provisions of use or license agreements;
3. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system. This prohibition includes attempts to gain unauthorized access to restricted information, networks, other user's accounts or files;
4. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
  - a. Harmful to minors;
  - b. Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
  - c. A product or service not permitted to minors by law;

- d. Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
  - e. A likely hood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
  - f. Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
5. Attempts to gain unauthorized access to any service via the district's system that has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
  6. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or E-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
  7. Attempts to arrange student meetings with anyone on the district's system, unless authorized by the system coordinator or teacher and with prior parent approval;
  8. Attempts to use the districts name in external communication forums such as chat rooms without prior district authorization; Chat rooms in general are forbidden.
  9. Attempts to use another individual's account name or password, fail to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access.

## B. Guidelines/Etiquette

System users will:

1. Adhere to the same standards for communicating on-line that are expected in the classroom and consistent with Board policy and administrative regulations;
2. Respect other people's time and cyberspace. Use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;
3. Take pride in communications. Check spelling and grammar;
4. Respect the privacy of others. Do not read the mail or files of others without their permission;
5. Cite all quotes, references and sources;
6. Protect password confidentiality. Passwords are the property of the district and are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only. No system user may use a password on the district's computers, E-mail system or Internet access that is unknown to the district;
7. Communicate only with such users and/or sites as may be authorized by the district;
8. Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.

## Violations/Consequences

### A. Students

1. The system administrator may deny access to the network at any time as required.

2. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges.
3. Violations of law will be reported to law enforcement officials.
4. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

## Student Agreement for an Internet Account

Student agreement must be renewed each academic year.

### 1. Student Section

Student Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_ School \_\_\_\_\_

I have read the district's Electronic Communications System/Internet policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in discipline up to and including expulsion from school, suspension, revocation of system access privileges and/or referral to law enforcement officials.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

### 2. Sponsoring Parent Section

I have read the district's Electronic Communications System/Internet policy and administrative regulation. I will monitor my student's use of the system and his/her potential access to the world-wide Internet and will accept responsibility for supervision in that regard if and when my student's use is not in a school setting. In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my student's use, or inability to use, the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

I give my permission to issue an account for my student and certify that the information contained on this form is correct.

I do not give my permission for my student to participate in the district's communications system.

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

(This space reserved for System Coordinator)

Assigned Username: \_\_\_\_\_

Home Phone: \_\_\_\_\_

MAINTAIN THIS PAGE (FOR PARENT INFORMATION).

**A COPY WILL BE COMING HOME FOR PARENT/GUARDIAN SIGNATURE PLEASE RETURNED**

# CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. Off-campus and outside-of-school conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with rights of others.

## Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

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

## Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, loss of awards and honors and/or referral to law enforcement officials for the following, but not limited to:

1. Assault
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence[, as prohibited by Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/ Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence - Student, and accompanying administrative regulation];
3. Coercion;
4. Violent behavior or threats of violence or harm+ [as prohibited by Board policy JFCM - Threats of Violence];
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon\* [as prohibited by Board policy JFCJ - Weapons in the Schools];

7. Vandalism, malicious mischief and theft, [as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students] including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
8. Sexual harassment [as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation];
9. Possession, distribution, or use of tobacco products\*\*, inhalant delivery systems, alcohol\*\* or drugs\*\*, or other controlled substances, including drug paraphernalia [as prohibited by Board policy(ies) [JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, or Drugs or Inhalant Delivery Systems]
- 10.
11. Use or display of profane or obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school or classroom rules.

\* Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both.

\*\* In accordance with Oregon law, any person under age 18 possessing a tobacco product or an inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or causes allows to be sold, a tobacco product in any form, or a tobacco-burning device or an inhalant delivery system, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

## **Weapons**

“Dangerous weapon” is defined in Oregon law as any weapon, device, instrument, material or substance that, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

“Deadly weapon” is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

“Firearm” is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

“Destructive device” is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a “school zone” is prohibited. A “school zone,” as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

## **CONFERENCES**

Regular conferences are scheduled annually in the fall to review student progress.

Students and parents may also expect teachers to request a conference;

- 1) if the student is not maintaining passing grades or achieving the expected level of performance;
- 2) if the student is not maintaining behavior expectations or
- 3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to contact a teacher, counselor, or principal may call the office for an appointment or request that the staff member call the parent to arrange a mutually convenient time.

## **COUNSELING\*\***

### **Academic Counseling**

Students are encouraged to talk with a district counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements.

### **Personal Counseling**

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

## **CYBERBULLYING**

The district prohibits any form of harassment through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Students or volunteers may report cyberbullying anonymously. Remedial action shall not be based solely on anonymous report.

## **DAMAGE TO DISTRICT PROPERTY**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. If the cost is \$50 or more, the district will notify the student and parent. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade report, diploma and records may be withheld. (See Fee, Fines and Charges)

## **DISCIPLINE/DUE PROCESS\*\***

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators. Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits drug, alcohol and/or tobacco-related offenses or any other criminal act, they may also be referred to law enforcement officials.

### **Detention/Rule School**

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

### **Suspension**

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures district property.

The district may require a student to attend school during non-school hours as an alternative to suspension

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

## **Expulsion**

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective; except that expulsion may not be used to address truancy; or c) when required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to:

Non-accidental conduct causing serious physical harm to a student or employee;  
When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or  
When the expulsion is required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See Alternative Education Programs and notice in this handbook.

## **Discipline of Students with Disabilities**

When a student being served by an individualized educational program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.



## **DISTRIBUTION OF MATERIAL**

All aspects of K-5 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of administration.

Materials not under the editorial control of the district may be subject to administrative review, restricted or prohibited, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district. The district may designate the time, place and manner for distribution.

All materials request for distribution require approval of the administration.

If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. A nonapproval may be appealed to the superintendent; if the material is not approved by the superintendent (or designee) within 3 days is considered nonapproved. This nonapproval may be appealed to the Board at its next regular meeting, when the individual shall have a reasonable period of time to present their viewpoint.

## **DRESS AND GROOMING**

Students' dress while at school, or during school sponsored activities, must be appropriate for grooming and hygiene, prevention of disruption, and avoid safety hazards.

Students participating in some school activities, such as field trips, may be required to meet additional dress and grooming standards approved by the principal or designee and may be denied the opportunity to participate if those standards are not met.

To stay in line with the expectations of the other schools in the district, the following specifics have been added to the dress code.

- Clothing or other adornments which promote alcohol/tobacco/drugs, or have offensive/profane pictures or sayings are not permitted.
- Clothing must cover the back and the front of the student (bare midriff, bare lower back while sitting and/or standing, halter tops, spaghetti straps, low cut, extremely short or see through clothing, and exposed undergarments are not acceptable).
- Jewelry that could accidentally or intentionally inflict injury to oneself or others (sharp items, nails, pins, spikes, chains, or the like).
- If students are found to be in conflict with dress code, the student will be given an opportunity to make the necessary corrections. If this is not possible, the office will need to intervene with a change of clothing or contact home for alternate clothing. In all cases, it is our desire to maintain the dignity of the student.

## **EMERGENCY DRILLS -FIRE, EARTHQUAKE/TSUNAMI AND OTHER EMERGENCY DRILLS**

Instruction on fire, earthquake/tsunami dangers and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for students in grades K-12.

At least two drills on earthquakes/tsunami and two drills for safety threats for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

## **DRUGS, ALCOHOL AND TOBACCO PREVENTION PROGRAM**

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco products and inhalant delivery systems are strictly prohibited. This includes possession, selling and/or use of alcohol, tobacco, drugs or drug paraphernalia at school during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct, district policy and applicable state and/or federal laws.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

Staff receive training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

Parents are encouraged to contact the school counselor for information on district and community resources available to assist students in need.

## **EMERGENCY MEDICAL TREATMENT**

A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to

information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment. In the event that a student is transported, parents are responsible for ambulance and medical costs.

## **EMERGENCY SCHOOL CLOSING INFORMATION**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations may include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

In the event that an emergency or severe weather necessitates a delayed start, early dismissal, or cancellation of classes, the public will be notified through the broadcast media. Please tune to:

|                        |   |
|------------------------|---|
| 1590 AM -- KTIL radio  | 840 AM -- KSWB radio                                    |
| 104.1 FM -- KTIL radio | 105.5 FM --Coast radio                                  |
| 95.9 FM -- KTIL radio  | TV -- channels 2, 6, 8, & 12<br>(during news broadcast) |

District website; sign up for FlashAlert notifications or follow closure announcements on our Facebook page.

## **FEES, FINES AND CHARGES**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies (e.g. pencils, paper, erasers and notebooks) and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrument rental and uniform maintenance;
8. Student identification cards;
9. Fees for damaged library books and district property;
10. Lock or locker deposits;
11. Fees for use of towels provided by the district for P.E. classes or athletics;

12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;

A written notice will be provided to the student and their parent(s) of the district's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district.

A request to waive the student's debt must be submitted in writing to the principal or designee. Fees, fines and charges owed to the district may be waived at the discretion of the principal or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt.

Such requests must be received no later than 10 calendar days following the district's notice.

All such restrictions and/or penalties shall end upon payment of amount owed.

## **FIELD TRIPS**

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student attendance and conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

## **FLAG SALUTE**

State law requires all students shall receive instruction in respect for the national flag and to have the opportunity to say the Pledge of Allegiance at least weekly. Students are not required to participate, but must maintain a respectful silence if they choose not to participate. Students will be provided an opportunity to salute the United States flag daily by reciting The Pledge of Allegiance.

## **FUND RAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. Application for permission must be made to the principal at least (10) days before the event.

All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. The principal, with student body representation, is responsible for administering student activity funds.

## **GANGS**

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING/ CYBERBULLYING/MENACING/DOMESTIC VIOLENCE**

Hazing, harassment, intimidation, menacing, cyberbullying or bullying, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who reports as a victim or is thought to have reported, or files a complaint about an act of harassment, intimidation or bullying, an act of cyberbullying, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of this Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying. Student and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student, requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article or assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person's willingness to participate.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, and familial status, source of income or disability.

“Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational environment may also be considered cyberbullying, harassment, intimidation or bullying. “Domestic violence” means abuse by one or more of the following acts between family and and/or household members:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Menacing” includes, any act intended to place a student in fear of imminent serious physical injury.

“Retaliation” means any acts of, including but not limited to hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying toward the victim a person in response to an actual or apparent reporting or ~~participating~~ participation in the investigation of, hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Administrators will take reports and conduct a prompt investigation of any report of acts of harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report their concerns to the administrator who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels they have been hazed, harassed, intimidated, menaced or bullied and acts of being cyberbullied in violation of this policy shall immediately report their concerns to the administrator who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

All reports will be promptly investigated in accordance with the following procedures:

**Step I** Any reports or information on acts of hazing, harassment, intimidation or bullying or menacing acts of cyberbullying (e.g.complaints, rumors) shall be presented to the principal. Reports against the principal shall be

filed with the superintendent. Reports against the superintendent will be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

**Step II** The principal receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The principal will arrange such meetings as may be necessary with all concerned parties within 5 working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The principal conducting the investigation shall notify the person making the report within 10 working days of receipt of the information or report and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

[A copy of the notification letter or the date and details of notification to the person making the report together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.]

**Step III** If the - person making the report is not satisfied with the decision at Step II, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

**Step IV** If the person making report is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints of discriminatory harrassment related to educational programs and services may be made to the U.S.Reginal Civil Rights Director Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099

Documentation related to the incident may be maintained as a part of the student's education records. Additionally a copy of all reported acts of hazing, harassment, intimidation, bullying or menacing or cyberbullying reports and documentation will be maintained as a confidential file in the district office.

## **HOMELESS STUDENTS**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A homeless will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student.

Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the NES or GGS Family Resource Coordinator, the district's liaison for homeless students.

## **HOMEMADE FOODS**

In keeping with health department guidelines, only food prepared in an inspected kitchen may be brought to school. This requirement includes all food sharing such as at school parties, events or activities. Food items prepared at home will be limited to individual (brown bag) lunches.

## **HOMEWORK**

All students, from Kindergarten through 5th grade, will receive homework assignments throughout the year. These assignments provide student's opportunities to develop habits of academic responsibility, practice independently what has been learned in class, work on long term projects, and reinforce the mastery of skills. Each teacher will provide information about homework schedule, grading, etc.

## **IMMUNIZATION, VISION SCREENINGS AND DENTAL SCREENINGS**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for or religious, philosophical beliefs and/or medical exemption, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

### **Immunization**

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. The student's parents or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

### **Vision Screening**

The parents or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

1. A vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

### **Dental Screenings**

The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall within 120 days of beginning the education program, submit a certification that the student has, received a dental screening within the previous 12 months.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parents or guardian of the student; or



The dental screening is a burden, as defined by the State Board of Education, for the student or the parent or guardian of the student.

### **Infection Control/HIV, Hepatitis B and Aids \*\***

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

### **Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction**

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

### **HIV, HBV, AIDS - Students**

A student infected with HIV1, HBV or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV or AIDS condition diagnosis to the district.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

\*HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome; HCV - Hepatitis C Virus.

## **INSURANCE**

At the beginning of the school year, the district makes a low cost student accident insurance program available to students and parents. If coverage is desired, parents are responsible for paying premiums and for submitting any claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have:

1. Purchase the student accident insurance
2. Show proof of insurance; or
3. Sign a form rejecting the insurance offer.

## **LOCAL WELLNESS**

Students may be encouraged or required to participate in physical activity or to receive instruction on nutrition or maintaining healthy lifestyles.

## **LOST AND FOUND**

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each trimester.

Students and parents are encouraged to check the lost and found prior to reporting loss or suspected theft of personal or district property to the school office.

The district will not be responsible for the loss of, or damage to, personal property.

## **MEAL PROGRAM**

The district participates in the National School Lunch, and School Breakfast, Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP) and Commodity Programs and offers free meals based on a student's financial need.

Additional information is included in registration packets or can be obtained in the office.

When a student's meal account runs out, parents are contacted with a note sent home or a phone call. Since the two schools' policies on charges vary slightly, parents may contact their child's school for specific details. In any event, students are discouraged from charging meals or milk.

## **MEDIA ACCESS TO STUDENTS**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## **MEDICINE AT SCHOOL**

Students may be permitted to take medication, and/or self-medicate at school, at school-sponsored activities on a temporary or regular basis when necessary, under the supervision of school personnel, and in transit to or from school or school-sponsored activities, in accordance with Board policy, administrative regulations and the following.

### **District Administered Medication**

Requests and parental permission for the district to administer prescription or nonprescription

medication shall be made in writing by the parent.

Written instructions of the prescriber are required for all requests to administer prescription medication. Such instructions must include the following information; name of the student, name of the medication, dosage, route, frequency of administration, any special instructions and the signature of the prescriber. A prescription label meets the requirement for written instructions from the physician, if the information above is included. Staff cannot take verbal orders by phone or change the timing of the dose.

Written instructions which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer nonprescription medication.

All medication to be administered by the district is to be brought to school in its original container. Medication not picked up by the parent within 5 school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

Contact the school office for additional information and forms.

In situations when a licensed health care professional is not immediately available, designated trained staff personnel may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

A process shall be established by which, upon parent written request, a backup prescribed auto injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

#### Premeasured Doses of Epinephrine

A premeasured dose of epinephrine may be administered by trained, designated staff personnel to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

#### **Self-Medication**

Under certain circumstances (with doctor's written order), elementary students who must carry medication may be permitted to self-medicate when the necessary permission form and written instructions have been submitted by the parent. All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to nonprescription medications.

Students may have in their possession only the amount of medication needed for that school day. Sharing or borrowing any medication is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

#### **MONEY**

Students are discouraged from bringing extra money to school. Money for school purposes should be delivered to appropriate staff upon arrival at school.

## **PARENTAL INVOLVEMENT**

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

1. Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. School and district newsletters, "Back to School" night in the fall, and parent group meetings provide opportunities for learning more about the school and its programs and services;
3. Become a district volunteer. For further information contact the school office;
4. Participate in district parent organizations. The activities are varied, ranging from classroom activities to the building's site council, with its emphasis on instructional improvement.

## **PARENTAL RIGHTS**

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screening administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

Parents are required to notify the district before deciding on their own to place their child in a private placement. The notification may be at an IEP meeting, or at a student staffing, or at least 10 days before withdrawing their child for private placement. Parents must let the district know that they do not accept the districts offer to provide a free and appropriate public education, that they will be making the placement on their own, and that they will be seeking public funding for their placement (if they will be).

## **PEDICULOSIS (HEAD LICE)**

Students with suspected cases of lice will be referred to the school nurse or administrator for assessment. Students found with live lice will be excluded from school. Students excluded from school will be readmitted after assessment by designated personnel to confirm no lice are present. Students found with nits (lice eggs) only or returning after exclusion with the presence of nits only will not be excluded, but will be subject to periodic checks to confirm continuing absence of live lice. Parents with questions should contact the school office.

## **PERSONAL ELECTRONICS DEVICES AND SOCIAL MEDIA**

Students will not possess personal electronic devices, in district facilities during the school day. A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data. This includes smart watches.

Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative.

The district will not be liable for personal electronic devices brought to district property and public charter school-sponsored activities. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using public charter school equipment

Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student’s parents.

The district will not be responsible for the loss of, or damage to, personal property.

## **POSTERS**

Signs, banners or posters that a student wishes to display must first be approved by the Principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

## **PROGRAM EXEMPTIONS\*\***

Students shall be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the principal by the parent in writing and include the reason for the request.

## **PROMOTION, RETENTION AND PLACEMENT OF STUDENTS**

Grade promotion and placement decisions take into consideration each student's best educational interests in terms of academic, social, and emotional development.

A decision to retain a student will be made only after prior notification and explanation to the student's parents by the end of the second trimester. The final decision will rest with school authorities.

## **RELEASE OF STUDENTS FROM SCHOOL**

No student shall be released, other than at regular dismissal times, without being checked out at the school office. A student will not be released to anyone other than the parent (or persons specified on the student's emergency form) without prior approval of the parent, or as otherwise provided by law. The following procedures will be used to release students to someone other than the parent:

1. Parents shall specifically list on the child's emergency form those persons who may pick up their child or children from school if the parent/s cannot be contacted. The parent's prior approval is not required to release the child to any of the persons listed, although the school will always attempt to contact the parent/s first.
2. If an emergency arises and a parent wishes someone other than those listed on the emergency form to pick up their child, they must notify the office in advance. If the school cannot verify the request, the child will not be released.
3. When one parent has court-ordered custody and a copy of the custody order has been filed with the school office, the child will not be released except in accordance with the custody order.
4. Under certain legal circumstances, a child may be taken from school into custody by law enforcement officials and/or children's protective service workers. Notification of parents is the responsibility of the agency involved; school personnel are generally prohibited from contacting parents.

## **REPORTS TO STUDENTS AND PARENTS**

Written reports of student progress and attendance shall be issued to parents at least three times a year. Grades will be based on many factors which may include class participation; written and oral work; homework; and other identified criteria.

## **SEARCHES AND QUESTIONING**

### **Searches**

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such

inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection. Items found which are evidence of a violation of law, policy, regulation or school rule may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate..

### **Questioning**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation.

Parents are advised that in suspected child abuse cases, the Oregon Office of Service to Children and Families and/or law enforcement officials may exclude district personnel from the investigation procedures and prohibit district personnel from contacting parents.

## **SPECIAL PROGRAMS**

### **Bilingual Students**

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the building administrator.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English proficient students identified for participation, or participating, in such a program will be informed of:

The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;

The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;

The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;

How the program, in which their student is or will be participating, will meet the educational strengths and needs of their student;

How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;

The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;

In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;

Parental rights that include written guidance:

-Detailing the right to have their student immediately removed from such program upon their request;

-Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;

-Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

## **Students with Disabilities**

The school provides special programs and services for students with disabilities. A student or parent with questions should contact the Special Education Director.

## **Title IA Services**

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title IA program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title IA. Students or parents with questions should contact a building administrator or counselor.

## **STUDENT/PARENT COMPLAINTS**

### **Public complaints**

Complaints are handled and resolved as close to their origin as possible. Complaints will be referred through the proper administrative channels for solution before investigation or action by the school board. Proper channeling of complaints is as follows:

1. Teacher
2. Administrator
3. Superintendent
4. Board

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The employee shall respond within (five) working days.

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator. The administrator shall evaluate the complaint and render a decision within (five) working days after receiving the complaint.

If the complaint is not resolved, within (10) working days of the meeting with the administrator, the complainant, if they wish to pursue the action, shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved and prepare a report of their findings and conclusion and provide the report in writing or in an electronic form to the complainant within (10) working days after receiving the written complaint.

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within (5) working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the superintendent's decision is final. The complainant shall be informed in writing or in electronic form of the Board's decision within (20) working days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.



If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Standards), Oregon Revised Statute (ORS) 339.285 to 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, who is a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal rights with the Deputy Superintendent of Public Instruction as outlined in Oregon Administrative Rule (OAR) 581-002-0040 (See KL-AR (2) - Appeal to the Deputy Superintendent of Public Instruction).

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR - Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.

### **Discrimination Complaints**

A student and/or parent with a complaint regarding possible discrimination against of a student on any basis protected by law the basis of sex should contact the principal.

### **Education Standards Complaints**

Any resident of the district parent of a student attending district schools or a student attending a school in the district may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, They will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

### **Instructional Materials Complaints**

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint requesting reconsideration for re-evaluation of instructional material, the appropriate forms may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All reconsideration request forms must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

### **Students with Disabilities Complaints**

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the special education director.

## **Placement/Enrollment of Homeless Students Complaints**

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

## **Students with Sexual Harassment Complaints**

Sexual harassment by staff, students, Board members, volunteers, parents, visitors, service contractors or others engaged in district business is strictly prohibited by the District. This prohibition covers all district property and facilities and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the jurisdiction and supervision of the district or where the employee is engaged in district business.

“Sexual harassment of students” means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct of communication is used as the basis for educational decisions affecting a student. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance; or creates an intimidating, offensive or hostile educational. Relevant questions and factors to be considered will include, but not be limited to: did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

STEP 1 - Any sexual harassment information (complaints, rumors, etc) shall be presented to the building principal or superintendent. Whether presented orally or in writing, the complainant must provide as much information as possible, including the specific nature of the harassment, corresponding dates, and name of alleged harasser(s).

STEP 2 - The district official receiving the information or complaint shall promptly initiate an investigation. S/he will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five school days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant when the investigation is concluded, specifying whether or not any disciplinary action was found to be justified.

In accordance with Board policy, student and staff confidentiality will be maintained. Specific information about individuals will be shared only with the individual involved and/or with his/her parents or guardians.

Written documentation, including the nature of the complaint, results of the investigation, date and details of notification to the complainant, any disciplinary actions taken or recommended, and any other documentation related to the sexual harassment incident or investigation, shall be forwarded to the superintendent.

STEP 3 - If a complainant is not satisfied with the decision at STEP 2, they may submit a written appeal to the superintendent or designee within ten working days after receipt of the STEP 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within ten school days.

STEP 4 - If a complainant is not satisfied with the decision at STEP 3, s/he may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the STEP 3 decision. The Board shall, within twenty working days, conduct a hearing in closed session at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within ten working days following completion of the hearing.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

### **Staff Sexual Conduct with Students**

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Child Abuse. The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. The person designated to receive sexual conduct reports is the principal.

When the superintendent takes action on the report, the person who initiated the report must be notified. The district will provide annual training to district employees, parents and student regarding the prevention and identification of sexual conduct.

### **STUDENT EDUCATION RECORDS**

The information contained below shall serve as the district’s annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records.

“Education records” are those records related to a student maintained by the district. A student’s education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school.
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker

### **Social Security Number**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

### **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than ten days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Student report cards or records may be withheld for non-payment of fines or fees. Records requested by a new school district to determine the student's progress may not be withheld.

## **Access/Release of Education Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order or parental plan, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

## **Requests for Education Records**

The district shall, within ten days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

## **Provision For Hearing to Challenge Content of Education Records**

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the parent;
  - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

An individual who does not have direct interest in the outcome of the hearing shall preside over the panel. he/she shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

## **Student Restraint and Seclusion**

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others.

Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above.

## **SUPERVISION OF STUDENTS**

Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

## **TALENTED AND GIFTED PROGRAMS AND SERVICES COMPLAINTS**

### **Identification of Talented and Gifted Students**

In order to serve academically talented and gifted students in grades K-12, including talented and gifted students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, and the district will identify students based on:

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged;
2. Behavioral, learning and/or performance information;
3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students;
4. A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics on] the Smarter Balanced Assessment for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

### **Appeals**

A parent may appeal the identification process their placement of his/her student in the district's TAG program as follows:

### **Informal Process:**

1. The parent(s) will contact the teacher to request reconsideration;
2. The teacher will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

### **Formal Process:**

1. The parent shall submit a written request for reconsideration of the identification/placement to the principal;
2. The principal shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the building TAG committee;
3. The building TAG committee shall review the student's file and earlier decisions within ten working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. The parent may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within twenty working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board; If the parent(s) are still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.
8. If the parent(s) is still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

### **Programs and Services**

The district's TAG and service options will be developed and based on the individual needs of the student. Parents shall have the opportunity to give input on their student's plan.

### **Programs and Services Complaints**

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the TAG Coordinator who will arrange for a review committee to meet within (2) school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the TAG Coordinator within (10) school days of receiving the original complaint. The TAG Coordinator will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original

filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

The annual report on restraint and seclusion may be accessed on the district website.

## **THREATS**

The district prohibits student violence or threats in any form. Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass or intimidate another. Additionally, false threats to damage school property, will not be tolerated. Students in violation of the district's threats Board policy JFCM – Threats of Violence will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

## **TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS**

Student possession, use, sale-of, distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited.

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew, or snuff in any form. This does not include products that are USFDA- approved for sale as a tobacco cessation products or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

## **TRANSFER OF STUDENTS**

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. The transfer must be to a safe school that has not been identified for improvement. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

## **TRANSPORTATION OF STUDENTS**



Students being transported on district-provided transportation are required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

## **Transportation Rules**

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved service animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

## **Disciplinary Procedures for Violations of Transportation Rules**

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

- 1<sup>st</sup> Citation: Initial warning, parents contacted
- 2<sup>nd</sup> Citation: Second warning, conference at parent or driver's request
- 3<sup>rd</sup> Citation: 2 day suspension from riding bus, conference required with driver, parent, supervisor and principal before riding privileges are restored
- 4<sup>th</sup> Citation: 5 day suspension from riding bus, conference/hearing with superintendent before riding privileges are restored
- 5<sup>th</sup> Citation: Suspension from riding busses for a period no less than 18 weeks

Bus riding privileges will be suspended if citation is not returned with all required signatures.

Nothing in the above procedures prohibits a driver from suspending a student from riding the bus if the student becomes a hazard to the safety of the bus or its driver or passengers.

In the event that a student becomes a safety hazard during a bus run, the driver may either return the student to the school or take the student to his/her normal bus stop.

In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students. The district maintains an alternative bus option for students with special transportation needs.

## **VISITORS**

Parents and other community visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted, and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. All visitors will be asked to wear a nametag, badge, or other identification while visiting district schools. The principal will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior approval of the teacher and principal.

## **VOLUNTEERS**

Volunteers are integral to the success of our school program. To ensure the safety and welfare of students, all school/classroom volunteers must have a completed volunteer application on file in the school office. Field Trips are an extension of the classroom. Only approved volunteers are permitted to have direct, unsupervised contact with students.

Visitor, Volunteers and Field Trip policies may be found on our district website <https://www.nknsd.org>

## **WEAPONS (See CODE OF CONDUCT – page 20)**