

**SILVER FALLS SCHOOL DISTRICT**

***MARK TWAIN ELEMENTARY***

**STUDENT/PARENT  
MODEL HANDBOOK**

**2016-17**

Revised August 2016

The Silver Falls School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age 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; and the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

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

Dana Pedersen, Director of Special Programs  
Dandy Stevens, Assistant Superintendent  
Jennifer Hannan, Director of Teaching and Learning

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 collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

## **District Information**

The Silver Falls School District is comprised of 12 public schools and 2 public charter school serving approximately 3600 students. The district covers about 260 square miles. A seven member elected school board serves the District. Each board member resides within a different zone in the district and is elected by the district's voters at-large.

The schools that make up the Silver Falls School District include Bethany Charter School (K-8), Community Roots Charter School (1-6), Butte Creek (K-8), Central Howell (K-8), Mark Twain Elementary (K-2), Evergreen (K-8), Silverton Middle School (6-8), Pratum (K-8), Robert Frost (3-5), Scotts Mills (K-8), Silver Crest (K-8), Silverton High School (9-12), and Victor Point (K-8).

### **Board of Directors**

Aaron Koch  
P.O. Box 1148  
Silverton, OR 97381  
Zone 5  
Joined Board: July 2015  
Term expires: 6/30/17

Ervin Stadel  
P.O. Box 357  
Silverton, OR 97381  
Zone 2  
Joined Board: July 2009  
Term expires: 6/30/17

Ron Valoff  
245 Silver Loop  
Silverton, OR 97381  
Zone 3  
Joined Board: July 2015  
Term expires: 6/30/19

Wally Lierman  
8127 Nutmeg Street NE  
Salem, OR 97305  
Zone 4  
Joined Board: July 1997  
Term expires: 6/30/17

Tim Roth  
7263 Gallon House Rd.  
Silverton, OR 97381  
Zone 1  
Joined Board: July 2005  
Term expires: 6/30/19

Todd White  
P.O. Box 612  
Mt. Angel, OR 97362  
Zone 6  
Joined Board: July 2015  
Term expires: 6/30/19

Tom Buchholz  
19564 Haines Rd.  
Scotts Mills, OR 97375  
Zone 7  
Joined Board: July 2011  
Term expires: 6/30/19

### **District Office Administrators**

Andy Bellando, Superintendent  
Dandy Stevens, Assistant Superintendent  
Dana Pedersen, Director of Special Services  
Jennifer Hannan, Director of Teaching and Learning

### **Time and Location of Board Meetings**

Monthly Board meetings are scheduled for the 2<sup>nd</sup> Monday of each month at the Silverton Community Center located at 421 S. Water Street in Silverton beginning at 7:00 PM

Monthly Board work sessions are scheduled for the 4<sup>th</sup> Monday of each month at the Silver Falls School District office located at 612 Schlador Street, Silverton and beginning at 7:00 PM.

## **School Information**

### **History**

### **School Calendar**

### **Admission (Board policies JEC/JECA/JECB/JECB-AR/JECBA/JECBB)**

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the school office for admission requirements.

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 education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

## **\*Alternative Education Programs (Board policy IGBHA and IGBHB)**

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 content 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 State Department of Education. Home schooling shall not be used as an alternative education program placement.

The district will provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

### **In-District K-8 Alternative Education Programs that may be available**

1. Evening classes;
2. Tutorial instruction;
3. Small group instruction;
4. Professional technical program;
5. Work study;
6. Instructional activities provided by other accredited institutions;
7. Community service;
8. Independent study;
9. Expanded Option 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 K-8 Alternative Education Programs**

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

The district pays the alternative education program cost or an amount equal to 80% of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

### **\*Asbestos (Board policy EB and EBAA)**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its 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.

Joel Smallwood, Maintenance and Facilities Director, serves as the district's asbestos program manager and may be contacted for additional information.

### **Assemblies**

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 Student Code of Conduct during an assembly shall be subject to disciplinary action.

### **Assignment of Students to Classes (Board policy JECD/JECD-AR)**

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the school principal. Requests to change a student's assigned class at other times must be directed to the school principal.

### **Assignment of Students to Schools**

Students are expected to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. With the principal's and superintendent's approval, the district may grant the request of a resident student to attend another school within the Silver Falls School District. Parents should make an appointment with their child's principal if they would like more information on transferring within or outside 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. The district will not pay for private services or tuition for any student unless required to do so by state or federal law. If a parent wishes the district to consider a publicly funded private placement or private services, he/she 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 (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 ten 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 district fund the private services. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

## **\*Attendance (Board policy JE/JEA)**

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

### **Absences and Excuses (Board policy JED)**

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.

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, religious or ethnic considerations.

A student, who must leave school during the day, must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The principal or designee 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 is to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. A 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 will be subject to disciplinary action including detention, suspension, expulsion and/or ineligibility to participate in athletics or other activities.

## **Awards and Honors**

(School Specific)

## **Career Endorsements**

A high school diploma will be made available to eligible district students. Career-related learning experience opportunities for students may include school-based, work-based or community-based experiences that connect to the student's education plan and reflect a high quality career-related course of study which informs students about future choices and simultaneously prepares the student for further education, lifelong learning and employment. Contact the school principal or a counselor for additional information.

## **Clubs and Organizations (Board policy IGD, IGDD, IGDK, and KI)**

Student clubs and performing groups such as the band, choir, rally, dance and athletic teams may establish rules of conduct - and consequences for misconduct - that are stricter 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 (Board policy GBEB/JHCC-AR)**

Parents of a student with a communicable or contagious disease are asked to telephone the principal so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. The written statement of the local health officer or a licensed physician (with the concurrence that the disease is no longer communicable to others in the school setting) removes this restriction that the disease is no longer communicable to others in the school setting. For the following diseases indicated by an asterisk (\*), the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (\*\*) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox\*, diphtheria, measles, meningitis, mumps\*, lice infestations\*\*, whooping cough, plague, rubella, scabies\*, staph infections\*, strep infections\* **cholera, pandemic flu**, and tuberculosis. Parents with questions should contact the school office.

## **Computer Use (Board policy IIBGA and IIBGB)**

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 E-mail access for personal use, must conform to state and federal laws, district policies, and 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. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The on-line activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. 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;
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students are prohibited;
8. Measures designed to restrict students' access to materials harmful to students have been installed.

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

Students may use their own personal communication devices including, but not limited to, laptops, ipads, tablets, phones, etc., based on the individual school rules. Please refer to your child's specific school for more detailed information.

If a staff member receives electronic communication from a student that may be overly personal, romantic or otherwise crosses appropriate student/staff boundaries, the staff member is to show his or her supervisor the message immediately. The supervisor will then determine the best course of action to address situation with the staff member, student and parents.

## **\*Conduct**

See Silver Falls School District Guidelines for Student Conduct



## Conferences

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

Students and parents may also expect teachers/counselors 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 confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

## Counseling (Board policy IJ)

### Academic Counseling

Students are encouraged to talk with a school counselor, teacher or school principal in order to learn about the curriculum and the expectations in reaching each of the academic benchmarks in grades K-12.

### Personal Counseling

A counselor may be 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 (Board Policy JFCFA)

The district prohibits any form of harassment, including 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 an anonymous report.**

## \*Damage to District Property (Board policy ECAB)

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. 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 **certain penalties and/or restrictions may be imposed.** (See Fee, Fines and Charges.)

## **Dances/Social Events (Board policy IGD and IGDC)**

The rules of good conduct and grooming shall be observed for school dances and social events. Guests, if permitted to attend, will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.

## **\*Discipline/Due Process (Board policy JG, JGB, JGD, JGE, JGDA/JGEA)**

See Silver Falls School District Guidelines for Student Conduct

### **Cyber Bullying**

The district prohibits any form of harassment, including harassment through electronic means, which is known as cyber bullying. 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.

### **Off-campus/outside-of-school conduct**

Off-campus and outside-of-school-time conduct that violates the Silver Falls School 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 the rights of others.

## **Online Learning**

The district may grant credit for approved online courses offered by district-approved institutions or for online courses offered by the Oregon Virtual School District. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

## **\*Distribution of Material (Board policy IGDB, IIBGB, KJ/KJA, and KI)**

All aspects of school-sponsored publications, including 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 the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed 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, 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 or approval of the district.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapproval's may be appealed by submitting the disapproved material to the superintendent or district designee; material not approved by the superintendent or district designee within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

### **\*Dress and Grooming (Board policy JFCA)**

The school's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

### **Drills – Fire, Earthquake and Other Emergency Drills (Board policy EBCB)**

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

At least one fire drill will be conducted each month for students in grades K-12.

At least two drills on earthquakes for students will be conducted each year for students in grades K-12.

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.

### **Drug, Alcohol and Tobacco Prevention Program (Board policy IGAEB)**

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes drug paraphernalia. This prohibition applies 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 district Guidelines For Student Conduct.

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.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success as a result of illegal drug, alcohol and tobacco use.

The district's drug, alcohol and tobacco prevention program will be reviewed and updated periodically. Parents are encouraged to contact the school office for information on district and community resources available to assist students in need.

## **Emergency Medical Treatment (Board policy EBBA)**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

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

School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

## **Emergency School Closing Information (Board policy EBCD)**

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

A phone broadcast system for staff and parents will be activated in the event of delayed openings or school closures. Additionally, several local radio stations regularly report delayed openings and school closures.

In the event that all district schools are closed due to emergency conditions, the Silver Falls School Board may elect to re-schedule those school days at the end of the school year. Because of the likelihood of this occurring, it is important not to make travel plans for the days immediately following the last day of school on the district calendar.

## **Extracurricular Activities (Board policy IGD)**

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities. Many worthwhile learning experiences are provided through involvement in student government, student clubs, athletics and other activities.

Interested students should contact the office for additional information.

## **\*Fees, Fines and Charges (Board policy JN)**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of 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 school-owned equipment;
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;
14. Participation fees or "pay to play" for involvement in activities.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

**The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of amount owed.**

Fees, fines and charges owed to the district may be waived at the discretion of the superintendent 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 superintendent or designee that preclude the collection of the debt.

A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes

money to the district; the amount; if not paid, the district will withhold the grade reports, diploma and records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in the student's grade reports, diploma and records being withheld 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 superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

## **Field Trips (Board policy IICA)**

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 conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

## **Flag Salute**

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*.

## **Fund Raising (Board policy IGDG and IGDF)**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least twenty 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. All such funds will be expended for the purpose of supporting the school's educational and extracurricular activities programs. The principal is responsible for administering student activity funds.

## **Gangs (Board policy JFCE and JFCM))**

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 of two or more persons whose purpose includes the commission of illegal acts or whose appearance and activities may cause a disruption of or material interference with school and school activities.

In its effort to reduce gang involvement, the school encourages students to become involved with school clubs, organizations and athletics, and to discuss with staff the negative consequences of gang involvement and to seek the assistance of counselors and community resources.

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, tattoos or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (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 Guidelines for Student Conduct.

### **\*Grade Reduction/Credit Denial (Board policy IKAD)**

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability or an excused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course

Due process will be provided to any student whose grade is reduced for attendance rather than for academic reasons.

### **Graduation Requirements (Board Policy IKF)**

The Board has established graduation requirements in this policy for the awarding of a high school diploma, modified diploma, extended diploma and alternative certificate which meet or exceed state requirements. This information serves as the annual notification to parents and students on the availability of these options as defined below and in further in policy:

**Diploma** – Awarded to students in graded 9 through 12 who complete a minimum of **25.5** credits in the subject defined in this policy.

**Modified Diploma** – Awarded only to students who have demonstrated the inability to meet the full set of academic standards established by the State Board of Education for a diploma while receiving reasonable modifications and accommodations.

**Extended Diploma** – Awarded only to students who have demonstrated the inability to meet the full set of academic content standards for a diploma while receiving modifications and accommodations.

**Alternative Certificate** – Awarded to students who do not satisfy the requirements for a diploma, modified diploma or extended diploma if the students meet minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student needs and achievement.

A student who receives a modified diploma, extended diploma or alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

## **Graduation Exercises (8<sup>th</sup> Grade Promotion)**

Participation in graduation ceremonies is a privilege, not a legal requirement. Graduating students will or will not be issued diplomas or certificates based on the approved district criteria listed under GRADUATION REQUIREMENTS. Additionally, students may be denied participation in graduation exercises for violation of Board policy, administrative regulations or school rules.

Students may be denied participation in the graduation program based on their disciplinary history. In such cases, diplomas will be mailed to students. Students who do not earn a diploma will not be allowed to participate in the graduation ceremonies.

## **Graduation Requirements (8<sup>th</sup> Grade)**

Students earn a diploma by meeting the following criteria:

- Students must maintain 2.0 GPA for the seventh and eighth grade school years based on a four point system
- Students are in attendance 95% of their seventh and eighth grade years

The principal will have some latitude in cases such as prolonged illness and handicapped students.

## **Hazing/Harassment/Intimidation/Bullying/Menacing/ Cyberbullying/Teen Dating Violence (Board policy JFCF)**

**Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district.**

**Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.**

**Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.**

**“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, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

**“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;
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, familial status, source of income or disability.

**“Teen dating violence”** means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

**“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,

**“Menacing”** includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

**“Retaliation”** means hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying[, menacing] 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.

## **Reporting**

**A principal will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the principal. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing or an act of cyberbullying to the principal may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.**

**Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the principal who has overall responsibility for all investigations.**

**This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board Chair.**

**The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with district complaint procedures.**

**The district shall incorporate into existing training programs for students information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying.**

**The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grade 7 through 12.**

**The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying.**

### **\*Homeless Students (Board policy JECBD)**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moved to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless situations. For assistance in accessing transportation services, contact Marilyn Annen at 503-873-4394, the district's liaison for homeless students.

## **Homework (Board policy IKB)**

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, improve the learning processes, aid in the mastery of skills and create and stimulate interest. Whatever the task, the experience is intended to be complimentary to the classroom instruction.

## **Immunization (Board policy JHCA and JHCB)**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunization record must be recorded on a Certificate of Immunization form or another Oregon State approved form available at the school.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

## **Infection Control/HIV, HBV and AIDS (Board policy JHCC and JHCCBA)**

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 such 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.

### **\*Infection/Disease Instruction**

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, HBV and HCV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

Students of parents with questions about the district's AIDS, HIV, HBV and HCV health education program should contact the school principal.

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

As a general rule, a student infected with HIV or HBV, 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 or HBV condition diagnosis to the district.

If the district is informed, law also prohibits the district 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 school principal.

\*HIV - Human Immunodeficiency Virus

HBV - Hepatitis B Virus

AIDS - Acquired Immune Deficiency Syndrome

HCV – Hepatitis C Virus

## **Insurance (Board policy JHA)**

At the beginning of the school year, the district will make available to students and parents a low cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the school 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) purchased the student accident insurance; (2) shown proof of insurance; or (3) signed a form rejecting the insurance offer.

## **Lockers (Board policy JFG)**

Lockers, student desks, and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item, which is prohibited on district premises, is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials.

## **Lockout/Lockdown Information**

Each school in Silver Falls School District has lockout/lockdown procedures for securing schools when the safety of students and/or staff members is threatened. These procedures are typically initiated with the involvement of law enforcement officials, but may be initiated by the

superintendent or a building principal. A lockout protocol is implemented when there is a threat or hazard outside of the school building. All students and staff remain in the building and are not permitted to leave. The outside doors are locked but educational activities within the building occur as normal. During a lockdown protocol all classroom doors are locked and movement within the halls is not allowed. Lights within classrooms are turned off and students and staff are to remain out of sight and silent until released by law enforcement and/or building administration. If possible, a **One Call Now** message will be sent to parents indicating that the school is in lockout/lockdown. Since the effectiveness of a lockout/lockdown relies upon the security of the building, parents are asked to remain away from school until the lockout/lockdown is lifted. The lifting of a lockout/lockdown occurs after mutual agreement is reached by law enforcement and school district officials.

## **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 (Board policy EC/ECA)**

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 semester.

Loss or suspected theft of personal or district property should be reported to the school office.

## **Lunch/Breakfast Program (Board policy EFAA)**

The district participates in the National School Lunch, School Breakfast and Special Milk and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Some schools do not participate. Additional information can be obtained in the office.

**Please Note:** Food provided for class events must be limited to “store bought” items that come to school, preferably in a sealed container.

## **Media Access To Students (Board policy JOD)**

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 (Board policy JHCD)**

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary.

### **District Administered Medication** (Forms available at school office)

The parent in writing shall make requests for the district to administer medication.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included.

Written instructions of the parent, which include the information above are required for all requests to administer prescription and nonprescription medication.

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

### **Self-Medication** (Forms available at school office)

Students in grades K-8 are not permitted to self-medicate prescription and nonprescription medication except in cases where a student must carry such medication on his/her person for immediate access. A parent (guardian) permission form must be submitted for self-medication. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication.

Contact the school office for additional information and forms.

### **Medical Protocols**

Students with unique medical conditions requiring staff intervention will be required to develop an individual protocol in coordination with the student's physician. Staff will be expected to follow this protocol as directed by the physician.

## **\*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:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- 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 the student's parent(s) may also review part of the school's curriculum.

Requests to review material or to excuse students from participation in these activities, including any no emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

## **Parental Involvement (Board policy GBH)**

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 school activities and issues. The school newsletter, "Back to School" nights, and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a school volunteer. For further information, contact the principal or your child's teacher;
4. Participate in school parent organizations. The activities are varied, ranging from graduation activities to the school's site council, with its emphasis on instructional improvement to the PTA or Local School Advisory Committee (LSAC).

## **Personal Communication Devices (Board policy JFCEB-AR)**

Personal communication devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules.

**High School only:** Unless authorized in advance by the building principal or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before or after the regular school day or between classes. Personal communication devices may also be used during the student's lunch break. Personal communication devices must be turned off and not be displayed in plain view during prohibited times of use. Personal communication devices are not to be used or displayed in classrooms or other instructional areas at any time.

**Elementary only:** Upon entering school grounds, cellular telephones, pagers and all other similar devices with wireless capability shall be turned off and stored out of sight until the end of the school day. At the end of the school day, these devices can be used outside of the school building.

Students shall comply with any additional school rules as established by the building principal and classroom rules as approved by the building principal concerning the appropriate use of personal communication devices. Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the building principal will be subject to disciplinary action, up to and including expulsion.

Students may be required to relinquish their personal communication device to a staff member if at any time staff determine those devices are not being used at an appropriate time or in an appropriate place or manner.

## **Physical Examinations (Board policy JHCA)**

Students in grades 5-12 must have a physical examination performed by a physician prior to practice and competition in athletics.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sport season.

Students shall not participate without a record of passing a physical examination on file with the district.

## **Posters (Board policy KJ and KJA)**

The principal or designee must first approve signs, banners or posters that a student wishes to display. 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 (Board policy IGBHD)**

Students may 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 requests to be excused from a class or learning activity should be directed to the principal by the parent in writing and include the reason for the request.

## **Promotion, Retention and Grade Level Placement of Students (Board policy IKE)**

The decision to promote a student from one grade to the next will be based on a student's academic, social and emotional development.

Retention will be considered when, in the judgment of the professional staff, it is in the best educational interest of the student.

A recommendation to retain a student will be made only after prior notification and explanation to the student's parents. Parental decisions will be final.

Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district.

If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate

## **Release of Students from School (Board policy JEF)**

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

## **Reports to Students and Parents (Board policy (IK, IKA, and IKAB))**

Written reports of student grades and absences shall be issued to parents throughout the school year. Parents will be notified of student benchmark progress as appropriate. Grades will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

## **\*Searches (Board policy JFG and KN))**

## \*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 to believe evidence of a violation of a law, Board policy, administrative regulations or the district's Guidelines For Student Conduct is present.

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or the district's Guidelines for Student Conduct 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.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

## **\*Special Programs (Board policy IGBA, IGBC, and IGBI)**

### Bilingual Students

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

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 a 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 the district offers one program or method.

### **Students with Disabilities**

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

### **PARENTAL REVOCATION OF CONSENT FOR SPECIAL EDUCATION SERVICES PROCESS**

Effective on January 1, 2009, the revised IDEA law allows parents to terminate special education services whenever they choose. The request must be in writing from the parents and the district must send a prior written notice to confirm request. No other record revisions will be necessary – Section 300.300(b)(4) has been revised to require that parental revocation of consent for the continued provision of special education and related services must be in writing and that upon revocation of consent a public agency must provide the parents with prior written notice in accordance with Sec. 300.503. The district does not have the right to use mediation or due process to require parents to allow services. The district will not be held liable for the student’s lack of progress or other issues if the parents make this decision.

The process outlined below was created based on the most current information I have on this change. It has been reviewed by the district’s attorney. I expect the process may be refined once we have more guidance from ODE. In the meantime please follow the process below if/when you get such a request.

1. Services will continue until the Silver Falls School District has completed the entire process outlined below.
2. Our goal is to move through this process in a timely matter, usually within 2 weeks.
3. Parents must inform the district in writing of their desire to revoke consent for special education services.

4. The Special Education Case Manager provides the parents with a copy of the “Parents Evokes Consent for Special Education Services Process” letter.
5. The Special Education Case Manager contacts the Director of Special Services and informs her of the parent’s desire to evoke consent for special education services.
6. Once we have the written documentation from the parents, a meeting will be scheduled with the parents and members of the student’s IEP team. The Director of Special Services will attend this meeting. During the course of this meeting, the team will take detailed notes. The purpose of the meeting is to:
  - a. Review the request outlined for the parents.
  - b. Review the services, supports, and protections the student will lose if the parents proceed with their request.
  - c. Inform the parents in the event that they changed their minds regarding special education services that the school district would need to re-establish special education services by initiating a special education referral and evaluation process.
7. After the IEP meeting, the Director of Special Services will provide the parents a Prior Notice of Special Education Action form detailing the process used to evoke consent for special education services along with a copy of the meeting minutes.
8. If the parents choose not to attend the IEP meeting, the team will still meet, take detailed meeting notes, and review all the above items.
9. Services will be terminated within ten school days after the IEP meeting.

### **Title I 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 I 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 I. Students or parents with questions should contact the school principal.

The school will also provide parents, upon request, information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

- Information on the level of achievement of the parent’s student in each of the state academic assessments as required by law; and

- Timely notice any time that the parent’s student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

## **\*Student/Parent Complaints (Board policies JFH and KL)**

### **\*District Personnel Complaints**

A student or parent who has a complaint concerning a classroom/teacher should first bring the concern to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days following the conference with the teacher.

If the outcome of the conference with the principal is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within ten working days. The superintendent will investigate the complaint and render a decision.

If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten working days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

### **\*Discrimination on the Basis of Sex Complaints (Board policy JB and AC)**

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the school principal or Dandy Stevens, Assistant Superintendent at the district office.

### **Education Standards Complaints (Board policy LGA)**

Any resident of the district or parent of a student attending district schools 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, he/she will be provided, upon request, a copy of all applicable district procedures.

After exhausting local procedures or 45 days 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 (Board policy II/IIA)**

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, a "Request For Reconsideration Of Materials Form" for re-evaluation of instructional material may be requested from the school office. The principal will be available to assist in the completion of such form as requested.

All "Request For Reconsideration Of Materials 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 (Board policy IGBAG)**

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 school principal.

### **\*Placement/Enrollment of Homeless Students Complaints (Board policy JECBD)**

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 with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

### **\* 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 Abuse of a Child.*

**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 assistant superintendent will follow upon receipt of a report. When the assistant 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.**

### **\*Students with Harassment Complaints (Board policy JBA/GBN)**

Harassment by staff and students on the basis of race, color, religion, sex, national origin, disability, marital status or age is strictly prohibited in the district. District includes district facilities, district premises 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 control 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. Submission to the conduct or communication is made either explicitly or implicitly a term or condition of a student's education or participation in district programs or activities or as a condition of employment for staff;
2. Submission to or rejection of the conduct or communication is used as the basis for decisions affecting a student or employment or assignment of staff;
3. The conduct or communication has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job;
4. The conduct or communication has the effect of creating an intimidating, offensive or hostile educational or working environment;
5. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.

**\*Investigation and Hearing Process (Board policy GBM/GBM-AR)**

School principals, the compliance officer and the superintendent have responsibility for investigations concerning 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 I** Any harassment complaint shall be presented in writing or orally to the school principal, compliance officer or superintendent. If the complaint is submitted in writing, it should include the specific nature of the sexual harassment and corresponding dates.

**Step II** The school principal or district official shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the complaint or reported incident with all concerned parties. The school principal or district official conducting the investigation shall notify the student and student's parents in writing when the investigation is concluded.

The letter, together with any other documentation related to the harassment incident will be forwarded to the superintendent.

**Step III** If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step II 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's appeal within ten working days.

**Step IV** If the complainant is not satisfied with the superintendent's or designee's decision, a written appeal with the Board may be filed within five working days after receipt of the Step III decision. The Board shall conduct a hearing, at its next regular meeting following receipt of the complaint or at a mutually agreed time, at which time the complainant shall be given an opportunity to present the written appeal. The Board

shall provide a written decision to the complainant following completion of the hearing.

Step V If a sexual harassment complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the school principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

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 harassment.

Students or parents with complaints not covered by this student handbook should contact the principal.

### **\*Student Education Records (Board policy JO, JOA, and JOB)**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

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.

Education records are maintained in a minimum one-hour fire-safe place in the school office by the principal. Permanent records shall include:

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 Certificate of Initial Mastery (CIM) and Certificate of Advanced Mastery (CAM), including, where appropriate, dates of achievement of CIM and CAM;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;



13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

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 (see below).

### **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, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

### **Requests for Education Records**

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

### **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, 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.

### **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 hearing panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the **eligible student** or student's parent; and
  - 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 a 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.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

## **Student Directory Information (Board policy JOA)**

Certain personally identifiable information about a 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 (including electronic 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.

The district is required by law to release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the district withhold this information.

Unless a parent objects to the release of any or all of this information within 15 school days of the date this student handbook was issued to their child, 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 and a secondary student's name, address and telephone

number will be released upon a request made by military recruiters and/or institutions of higher education.

Certain student information is considered personally identifiable and may be released only with prior notification to the parent by the district of the purpose(s) the information will be used and to whom it will be released. This will occur only with prior written, dated and signed consent unless otherwise permitted by law.

Personally, identifiable information includes but it 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 or student identification number, a list of personal characteristics or other such information that would make the student's identity easily traceable. At no point will a student's Social Security Number or student identification number be considered directory information.

## **Supervision of Students (Board policy JH and JHFA)**

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 Program (Board policy IGBBA and IGBBB)**

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

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

- Behavioral, learning and/or performance information;
- A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
- A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 97<sup>th</sup> 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**

Parents may appeal the identification process and/or placement of their student in the district's program for talented and gifted students as follows:

### **Informal Process:**

1. The parent(s) will contact the school principal or teacher to request reconsideration;
2. The school principal will confer with the parent(s) and may include any additional appropriate persons, e.g., 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. Parent(s) 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;
3. The Director of Special Services, Alternative Education Program administrator, and other appropriate administrator 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. Parent(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, the district hearings officer utilizing the appropriate procedures will conduct a formal hearing;
6. A decision will be made within 20 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;
8. If the parent(s) is still dissatisfied, he/she has 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** program and service options will be developed and based on the individual needs of the student.

### **\*Programs and Services Complaints (Board policy KL)**

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 superintendent or designee who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the Superintendent or designee within 10 school days of receiving the original complaint.

The superintendent 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 45 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 Oregon Administrative Rule (OAR) will be provided upon request.

## **\*Threats**

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The district prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties on school property. A student also may not use electronic equipment belonging to the student or the school to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.

Students in violation of the district's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

## **Tobacco Free Environment (Board policy JFCG)**

Student possession, use, sale, including any smoking device is strictly prohibited. Any form of promotion or advertisement related to tobacco is also strictly prohibited.

## **\*Transfer of Students (Board policy JECF)**

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 school principal for additional information.

## **\*Transportation of Students (Board policies EEA/EEAB/EEAC)**

A student being transported on district provided transportation is 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 (i.e. glass or aerosol cans) on the bus;
6. Students will not bring animals, except approved assistance guide animals on the bus;
7. Students will remain seated while bus is in motion;
8. The bus driver may assign students seats;



areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal