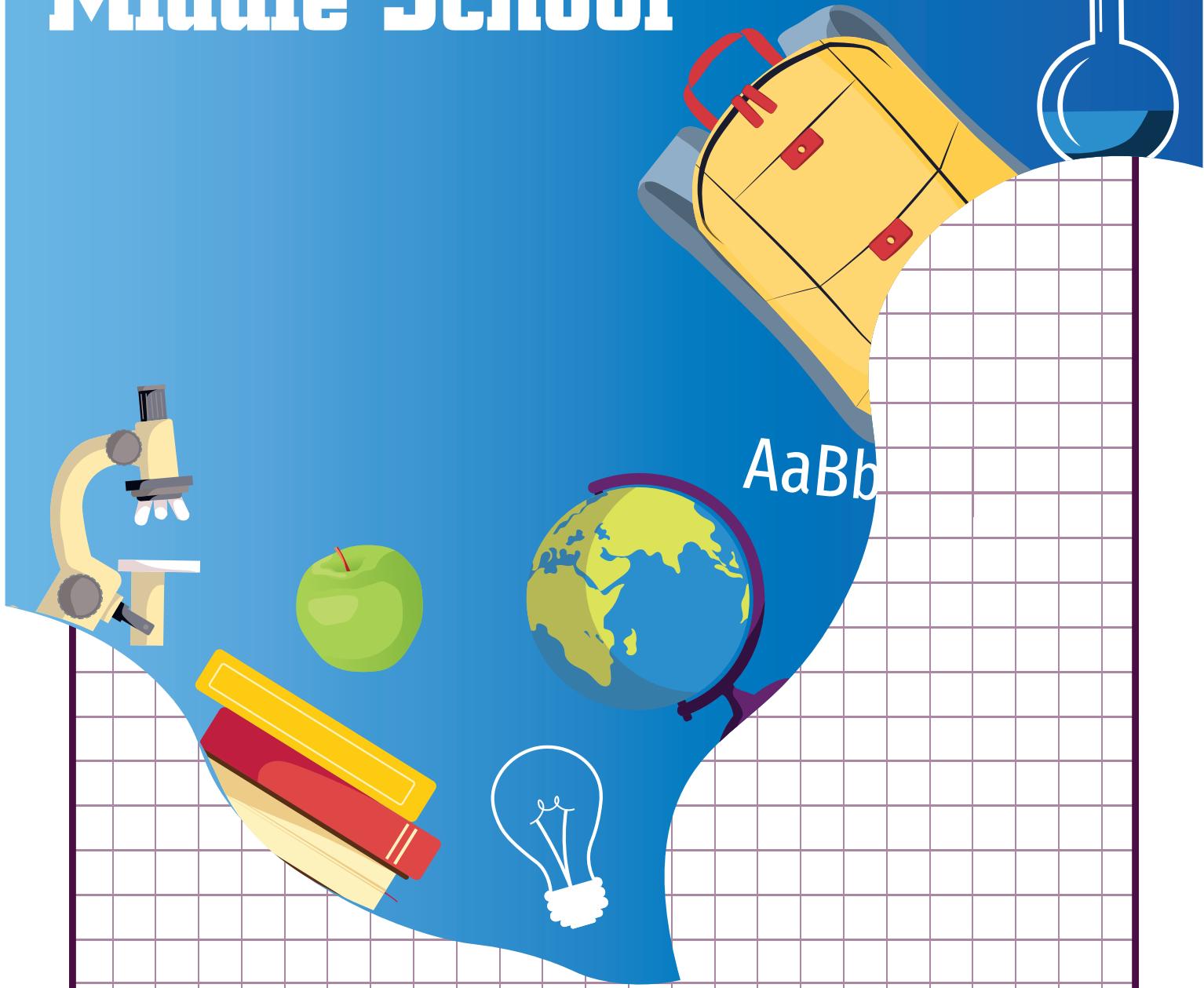


North and South Middle School



Student/Parent Handbook

2024-2025

Grants Pass School District

Grants Pass School District Middle School Student/Parent Handbook

North Middle School
Principal – Barret Sale
Assistant Principal – Jill Gove
Assistant Principal – Tanner Marval
Office Manager – Peggy Baker
474-5740

South Middle School
Principal – Robert Lingo
Assistant Principal – Brittany Hall
Office Manager – Kimberly Smith
474-5750

Grants Pass School District No. 7

Tim Sweeney, Superintendent
Sam Stegemiller, Director of Business Services
Dan Kantola, Director of Personalized Learning
Ryan Thompson, Director of Personnel
Trisha Evens, Director of Secondary Education
Susan Zottola, Director of Elementary Education
Vanessa Jones, Director of Special Education
Tommy Blanchard, Operations Manager



GPSD7 Vision Statement: We are GP! A learning community committed to excellence and success for all.

GPSD7 Mission Statement: We are committed to a high-quality education that empowers each student to reach their potential and become responsible, productive, successful citizens.

Grants Pass School District does not discriminate on the basis of race, color, sex, religion, national origin, or any handicapping condition. If, for any reason, you believe that you are being discriminated against because of your race, color, sex, religion, national origin, or any handicapping condition, please contact the principal at the middle school.

This handbook attempts to cover the basic expectations, rules, and policies governing the way students, staff, and others relate within the middle school community. Staff is responsible to follow and administer the policies and procedures in a fair and firm manner.

TABLE OF CONTENTS

Section 1: Student Information

ACCELERATION, RETENTION, AND PROMOTION	4
ACADEMIC ACHIEVEMENT	4
ALTERNATIVE EDUCATION	4
ASSESSMENT	4
ASSESSMENT - LOCAL BENCHMARK TESTING	5
ATHLETICS, CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES	5
ATHLETIC AWARDS	7
ATTENDANCE	7
ATTENDANCE AWARDS	8
CELL PHONES & ELECTRONIC DEVICES	8
CHANGE OF ADDRESS/TELEPHONE/EMAIL	9
CHROMEBOOK MANAGEMENT	9
COUNSELING SERVICES	9
DIRECTORY INFORMATION	10
DISTRICT ATHLETIC EVENTS	10
DRESS CODE	10
EMERGENCY DRILLS	11
EMERGENCY MEDICAL TREATMENT	12
EMERGENCY SCHOOL CLOSURE INFORMATION	12
END OF YEAR ACTIVITIES	12
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)	12
FIELD TRIPS	14
FLAG SALUTE	14
FOOD AND DRINK	14
FREE MEAL PROGRAM	14
GRADE REPORTS/PROGRESS REPORTS/CONFERENCES	15
HALLWAYS	15
HEALTH PROTOCOL INFORMATION	15
HEALTH ROOM	16
HEALTH SCREENINGS	16
HOMEWORK	16
HONOR ROLL	16
IMMUNIZATIONS/COMMUNICABLE DISEASE	16
INCIDENT REPORTS	17
INSURANCE	17
LIBRARY/TEXTBOOKS	17
LOCKERS	17
LOST AND FOUND	18

MEDICATION	18
MODIFIED DIPLOMA	19
OFF-CAMPUS ACTIVITIES	19
PARENT ACCESS	20
PARENT COMPLAINTS	20
PARENT INVOLVEMENT/VOLUNTEERS	20
PARENT RIGHTS	21
PERSONAL/VALUABLE ITEMS	21
PHOTO RELEASE	21
PHYSICAL RESTRAINT AND SECLUSION	22
POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)	22
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)	22
PUBLIC DISPLAY OF AFFECTION	23
RELEASE OF RECORDS	23
RESTITUTION	24
SCHEDULE CHANGES	24
SCHOOL NURSE	25
SEARCH AND SEIZURE	25
SPECIAL SERVICES	25
STUDENT DISMISSAL	26
STUDENT COMPLAINTS	26
STUDENT IDENTIFICATION CARDS	26
STUDENT ORGANIZATIONS/CLUBS	26
STUDENT RECOGNITION	27
STUDENT RECORDS	27
STUDENT RIGHTS AND RESPONSIBILITIES	27
STUDENTS SUPPORT AND THE INDIVIDUAL INTERVENTION PLANNING TEAM (IPM)	28
SUPERVISION HOURS	28
TECHNOLOGY: ACCEPTABLE USE POLICY	28
TELEPHONE REQUESTS – FROM PARENTS/GUARDIANS	29
TELEPHONE USE (STUDENT)	29
TITLE IX	30
TRANSPORTATION	30
VIDEO SURVEILLANCE	31
VISITOR PASS	32
WHEELED TRANSPORTATION	32
INTRODUCTION	32
LEVELS OF INTERVENTION	33
DEFINITIONS	38

SECTION 1: Student Information

ACCELERATION, RETENTION, AND PROMOTION

Promotion, acceleration, and retentions are based on an evaluation of academic, physical, social, and emotional growth. Acceleration and retentions occur after a team process involving the parent, classroom teachers, principal, and other professionals working with the student. Acceleration and retention are considered after carefully planned and implemented intervention related to the issue(s) occur(s). If you believe your child should be considered for acceleration or retention, you should contact the school principal immediately. These processes should occur early in the year, before 2nd semester.

After considering all input, the decision to accelerate or retain shall be made by the school principal and the parent jointly. If either party disagrees, the student shall not be accelerated or retained. A parent who disagrees with the principal's refusal to accelerate or retain may appeal the decision to the Superintendent or their designee. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year.

ACADEMIC ACHIEVEMENT

Parents will be informed regularly of their student's progress in school. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration. The administration may elect to utilize formal parent conferences in lieu of, or in addition to, other forms of progress reporting. (Board policy: IK)

ALTERNATIVE EDUCATION

Alternative education programs are defined as "a school or separate class group designed to assist students to achieve the goals of the curriculum in a manner consistent with their learning styles and needs" ORS 336.615. "In implementing alternative education programs, district school boards shall maintain learning situations that are flexible with regard to environment, time, structure and pedagogy." ORS 336.425.

Students who need other options for academic success due to disciplinary issues, academic concerns, or need a smaller structured learning environment have different options available. Alternative learning opportunities are available by contacting the school counselors or the assistant principal.

ASSESSMENT

In 2010, Oregon adopted higher K-12 standards in English Language Arts and Math to ensure all students move from grade to grade with the academic knowledge and skills necessary for success beyond high school. Because we raised the bar for what we expect students to know and be able to do, we have also changed the way we measure student progress through our state tests, known as the Oregon State Assessment System (OSAS).

While no single test can give a complete picture of your child's progress, having your child take the statewide tests provides educators and administrators with information about what educational approaches are working and where additional resources are needed. Your child's participation is important to ensure schools and districts receive the targeted resources they need to help all students succeed.

House Bill 2655 permits parents and adult students to annually opt-out of Oregon's statewide summative tests in English Language Arts and Math by submitting an annual form to the school the student attends. Schools will provide parents with the annual form at least 30 days prior to the start of testing.

Your child will be tested once after he or she has completed at least two-thirds of the school year. It's important that your child attend regularly during the testing opportunity to get the most accurate assessment outcome possible. Your child's school will determine the specific dates your child takes the tests within the statewide testing window. The statewide testing window is from January through June each school year.
Talk to your child's teacher, guidance counselor or school principal if you have questions or want to learn more.

ASSESSMENT - LOCAL BENCHMARK TESTING

In addition to state assessment, all middle school students will be assessed in reading and math up to three times each year using iReady for Math and Reading. Assessments are given in September, December, and May. The purpose of these assessments is to monitor student progress and determine appropriate interventions if needed. Parents will be provided with information about student's outcomes if requested or needed.

ATHLETICS, CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

Participation in Sports, Co-curricular, and Extra-curricular Activities is a privilege in middle school. Activity participation is a partnership among teachers, students, parents, and coaches in an effort to promote student learning and athletic involvement. Students must be in good standing in their school work and their citizenship records to remain involved in student government, clubs, sports teams, and performance opportunities within the choir, band, and orchestra programs (concerts, music festivals, Boatnik parade). An administrator may revoke participation in these activities and programs.

General Code of Conduct for Sports, Co-curricular, and Extra-curricular Activities

The commission of/or participation in any activity prohibited under Oregon law and/or district regulations regarding student rights and responsibilities shall be considered a breach of the code of conduct. Violation of the code of conduct may result in suspension from the sport or activity for the remainder of the season.

Students who violate district policy may be suspended or expelled from school in addition to suspension/removal from the team or activity.

Purpose of the Code of Conduct

Our extracurricular programs provide important opportunities for students to pursue interests and develop worthwhile skills beyond the classroom. Extracurricular participation promotes the development of a wide range of intellectual, physical and social skills within a team or group context. Participation in extracurricular activities is a privilege granted to students who have demonstrated a commitment to meeting the academic and behavioral standards of the district. This privilege is afforded to students willing to comply with school rules and the rules set forth in this code of conduct. Students participating in extracurricular activities are expected to exemplify high standards of moral conduct and to serve as role models as representatives of our school district and community.

Behavior Expectations

Any participant suspended from school will not be eligible for practice or compete for the length of the suspension. (This includes in-school and out-of-school suspensions.) Students are expected to obey all activity and team rules that are established by each director or coach. Within the guidelines of this code of conduct and district policies governing student behavior, directors and coaches have the right and responsibility to discipline students for misconduct, up to and including exclusion from participation.

Academic Expectations

Grants Pass School District sets high expectations for all students. Students involved in extracurricular activities are held to a high standard of maintaining performance in all courses. Student athletes are expected to pass all of their classes. A check of grades will be done routinely by the school athletic director. If student athletes have one or more failing grades, they may not be eligible to play in athletic games the following week. Ineligibility to play in games will continue until grades have met adequate progress as determined by the athletic director. The athletic director will inform the athlete, coach, parent and teachers on academic ineligibility by the end of the week. Athletes will be allowed to attend all practices even if they are ineligible to play in games.

Attendance Requirements for Activities

Students are expected to comply with all attendance policies of the district. Students must attend all classes in which they are enrolled on the day of an activity/event to be eligible to participate in that day's event.

Exceptions (e.g., doctor or dentist appointment, funeral, etc.) must be cleared by administration and should be prearranged. Any pattern of irregular attendance may be reviewed by the administration at any time and may result in short-term or long-term ineligibility as determined by the review.

Students must attend 1st period the day following a competition/event. Failure to do so may result in one competition/event suspension. Exceptions must be cleared by administration and should be prearranged.

Sports Requirements Participation Physicals/Insurance

To participate in any sports or school extra-curricular activities, students must provide evidence of a current physical on the state approved form. This form is available in our main office and with many local physicians. These physicals are considered current for two years following the date of the physical examination. Several local physicians offer school sport physicals at a reduced rate for a limited amount of time in the fall of each school year, others offer this throughout the year. Please contact the school office for a list of physicians that have notified schools of such an offer. All students participating in school athletics must provide evidence of health or accident insurance. This information is needed on a specific district form that also contains emergency information and is available in the main office. If a student or family does not have insurance available for participation, the school has opportunities to provide students with insurance arrangements through a company who specializes in such policies. Please contact the main office for this information.

Transportation

Student participants will be transported to and from all competitions with district-approved transportation. Exception: Students may be allowed to ride home from a contest with their parent providing the parent has given the coach a written note or email or has talked to the coach prior to or after the contest. Exception: Students may be allowed to ride home with another student's parents only if the request is made in writing by the parent of that student. The request must be submitted to the front office prior to the activity. The office will issue a stamped and/or signed note prior to departing the school for the event. Exception: Students not traveling with the team to a contest must have advance approval of the parents, the coach and administration. Grants Pass School District offers transportation home after daily practices. See your school office for more details.

ATHLETIC AWARDS

Each student who completes a season, with the recommendation of the coach, will receive an award. At the end of each year, the coaches choose outstanding athletes from each grade and the awards are given at the end-of-the-year awards assembly. Character traits for the year end awards are as follows (but not limited to): Participation in multiple sports, athleticism, effort, willingness to be coached, leadership, etc.

ATTENDANCE

All absences not cleared by a parent or legal guardian within 48 hours will be considered unexcused. [ORS 339.065](#) defines 8 half day (or 4 full) unexcused absences in any four week period “irregular attendance” and in violation of the “regular attendance” required in [ORS 339.020](#). In accordance with [ORS 339.065 sec 2](#): “An absence **MAY** be excused by a principal or teacher if the absence is caused by the pupil’s sickness, by the sickness of some member of the pupil’s family or by an emergency. A principal or teacher **MAY** also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.” With this in mind it is at the discretion of the school whether an absence is considered excused or not. As a general rule any absence that is acknowledged by the parent or legal guardian either prior to the event or within 48 hours after the event is considered verified.

Absences due to the following reasons are generally considered excused, prior notice is preferred, and the school reserves the right to request documentation, or corroborating statements if there is further question about either the attendance event, or the frequency with which the event is, or has, occurred:

- Illness
- Medical or Legal Appointment
- Family Emergency (Sudden Illness, or Injury)
- Bereavement or Funeral
- School Academic or Extracurricular Activity

In accordance with [ORS 339.257](#) “a student shall be considered to have withdrawn from school after more than 10 consecutive school days of absences”.

Chronic Absenteeism is defined by the Oregon Department of Education as any student who has less than 90% attendance. Excluding all other factors students who miss more than 10% of the school year often have external barriers that are impacting attendance, and eventually academic performance respective to their abilities. As a way to best support the students and families, and in accordance with Oregon’s Statewide Chronic Absenteeism Plan set forth in House Bill [\(HB\) 4002](#) (2016) GPSD 7 tracks all non-school related attendance events.

In order to assist with this process GPSD utilizes the Attention 2 Attendance (A2A) notification and letter writing system. This system is designed to help identify and support students who may have barriers that prevent their ability to attend school. It is also designed to provide unbiased identification, support, and in some cases accountability for all families, regardless of race, age, or financial situation. Letters are mailed home in the following sequence:

- a. **Notification of Truancy Letter** – Generates after 4 Unexcused Absences within a 4 week period, classifying student as a Truant.

- b. **Attendance Outreach 1 (September through December)** – Generates after 4 combined excused/unexcused Absences.
- c. **Attendance Outreach 2 (January through May)** – Generates after 4 combined excused/unexcused Absences.
- d. **Attendance Letter 1** – Generates after 7 combined excused/unexcused Absences.
- e. **Attendance Letter 2** – Generates after 10 combined excused/unexcused Absences.
- f. **Excessive Absence – Attendance Letter 3** - Generates after 14 combined excused/unexcused Absences.
- g. **Conference Invite/Notification** – Student becomes eligible for conference after Excessive Absence Letter 2 is generated.

Any day (or in the case of older students, period) that a student is not present for instruction or is not involved with a school sponsored activity (field trips, band, athletics, etc.) is tracked by the A2A system. This also includes absences that have been verified by the parent such as vacations, or college visitation.

Tardies: All students are expected to be at school and in class when the school day begins. If students arrive late to school, they must check in at the office before attending class. **Excessive tardies may lead to disciplinary action.** Students must be in attendance every period in order to participate in after-school activities, athletic events, 8th grade ceremonies, fun days, etc., unless excused by the administration. Students must be in attendance every period the entire year in order to receive a perfect attendance award. Referrals for the Tardies during a 9-week period:

- | | |
|-------------|---|
| 5 tardies | warning and a parent contact |
| 10+ tardies | may result in detention, parent meeting, and/or other assigned consequences |

ATTENDANCE AWARDS

Awards will be presented at both middle schools to students who attended the full academic school year and meet the following criteria:

- * **Perfect Attendance:** No absences, no tardies, and no early dismissals
- * **Outstanding Attendance:** .5 - 2 absences, no more than 4 tardies and/or early dismissals

CELL PHONES & ELECTRONIC DEVICES

Cell phones and other electronic devices are not permitted to be displayed, used, viewed in any classrooms, or on campus during the school day. This includes passing periods, lunches, and any other breaks. Cell phones are off and away during the duration of the school day. Once entering the building, the school may direct that all cell phones and other electronic devices will be put away. The phrase “Off and away is OK” will be used to depict any cell phones on a person. Responsible use of cell phones is allowed before and after school only.

Students are encouraged to leave cell phones at home to minimize classroom distractions and disruptions and to avoid incidents of loss and/or theft. District #7 is NOT responsible for any lost, stolen or damaged personal items.

Students are not permitted to use cell phones to take pictures or video **at any time for any reason.** Students that do so will face disciplinary consequences and may also be referred to Law Enforcement.

Bluetooth earbuds/earphones are not allowed. Students are permitted to use hardwired earbuds and/or headphones connected to the student’s Chromebook during class periods if allowed by the teacher.

Students that display, use or view their cell phones or other electronic devices (including headphones, earbuds, watch) in violation of the above rules for any reason, are, in essence, giving ANY staff member permission to confiscate it.

- | | |
|-------------------------|---|
| 1 st offense | Student surrenders the Personal Item, may retrieve it at the end of the school day, and sign a form warning/advising what the next step will be if a Personal Item is confiscated by a Staff Member again. |
| 2 nd offense | Student surrenders the Personal Item, may retrieve it at the end of the school day, is assigned one detention, and sign a form warning/advising what the next step will be if a personal item is confiscated by a Staff Member. |
| 3 rd offense | Student surrenders the Personal Item, is assigned two days detention, and a parent must schedule a meeting with the Assistant Principal to get the Personal item back. |
| 4 th offense | Student surrenders the Personal Item, is assigned one day of in-school Suspension, and a parent must schedule a meeting with the Assistant Principal to get the Personal item back. |

Students who refuse to surrender their phone to a staff member when they are in violation of the above rules, will be subject to serious discipline including possible suspension for defiance and insubordination.

CHANGE OF ADDRESS/TELEPHONE/EMAIL

It is **very important** to maintain an up-to-date address, telephone number, and email on file for each student. Notify the school **immediately** if you have a change during the school year

CHROMEBOOK MANAGEMENT

In middle school, students may have the opportunity to check out a Chromebook. If a student needs a Chromebook to use at home, parents/guardians will be required to sign a checkout agreement form. The device is to be used for learning and completing work related to school at home.

Damaged equipment (i.e. Chromebooks, chargers, etc.) may result in school charges up to \$300.

COUNSELING SERVICES

School counselors are available to talk with students about challenges they might be facing. Students may request an appointment with a counselor, or may be referred by a parent or teacher. The counselors see students individually, and in small group settings. Parents and students are encouraged to contact the counseling center for assistance with issues such as: Schedule changes, progress reports, classroom assistance, standardized testing, friendship problems, conflict resolution, peer pressure, bullying/Harassment, anxiety, grief and loss, and emotional difficulties. The counseling center also provides referrals, helping to connect the student and families with appropriate support systems in our community. If parents have questions or concerns about their student, they may reach out to the student's counselor to discuss.

DIRECTORY INFORMATION

Grants Pass School District No. 7 holds all information about students as being confidential except for "Directory Information." This includes student/parent's legal name, address, telephone listing, electronic address, date and place of birth, student's photograph, participation in officially recognized activities, weight and height of athletic team members, dates of attendance, grade level, dates entered and graduated from Grants Pass School District schools, degrees, honors, or awards received, and most recent previous school or program attended. Directory information considered by the district to be detrimental will not be released. Requests for directory information to be used for commercial solicitations will be considered detrimental and denied. Except for parent class list or school support group (PTA, Booster Club etc.) group contact list requests, group or comprehensive directory information requests for contact information for all students in the District, a school or a grade level will be limited to students' mailing addresses only. At no point will a student's social security number or student identification number be considered directory information. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

Directory information will be released upon request to the news media and can be used for student directories, District web pages, sports programs, or activity programs unless otherwise requested by the parents. By law, the district must release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Objections to releasing part or all of the Grants Pass School District directory information must be in writing and directed to the principal of the student's school within 15 days of annual public notice.

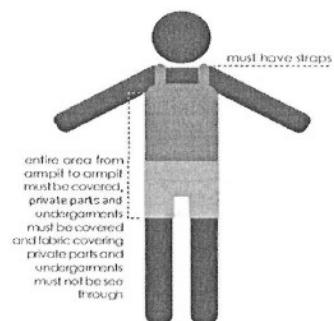
DISTRICT ATHLETIC EVENTS

Middle school students are required to have parent/guardian supervision when attending home games in Grants Pass School District. Students entering events must be accompanied by an adult who will confirm their responsibility for supervision of the youth. High School football games are included as well as any D7 sponsored events. Backpacks are strongly discouraged at middle school events and will not be allowed at high school events and activities.

DRESS CODE

Dress and appearance must be clean and not cause health or safety problems. For the health and safety of students, shoes must be worn at all times. Dress and appearance must be such that it will not disrupt the educational process. Students participating in extracurricular, special activities and some special classes shall dress and groom themselves as required by the instructor and with the approval of the administration. (Board policy: JFCA)

Students may be directed by any staff member to change their dress or grooming. Any member of the faculty or staff is responsible to refer a student to school administration for disciplinary action where a student's dress continues to be inappropriate or if the student defies the staff request to change the offending clothing. Administration, or a designee, will make the final determination of whether or not clothing is appropriate.



Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front, back and on the sides to their underarms and there must not be any skin showing between shirt, pants, skirts or shorts.
- Clothing must cover undergarments whether the student is standing or sitting.
- Fabric must cover all private parts whether the student is standing or sitting and must not be see-through.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- PE clothes (shorts/sweatpants/t-shirts) are available for middle school students and are required during the PE period. Accessories that may pose a safety issue in PE may need to be removed - this includes hats and beanies. Appropriate shoes must be worn for PE classes. Failure to dress down in PE will affect participation/grade for the course.

Non-Allowable Dress & Grooming

- Hats, beanies, hoodies, and sunglasses are not allowed in the building.
- Slippers are a safety concern and should not be worn
- No tube tops or Strapless clothing is not allowed.
- Clothing may not depict, advertise, reference or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or reference pornography, nudity or sexual acts.
- Clothing may not use, reference or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other groups.
- Clothing must not depict, advocate or reference violence or violent acts, and must not threaten the health or safety of any other student or staff. This includes ANY form of gang clothing.
- Hairstyles that obstruct students from seeing the classroom teacher or distract from classroom instruction are prohibited. This may also include theatrical clothing or costumes.
- Flags, towels or blankets wrapped, dragged, tied as a cape or carried by students will not be allowed.

Students who continue to dress inappropriately after being warned and/or disciplined will be considered insubordinate, which may lead to more serious consequences up to and including expulsion. Administration reserves the right to change or modify this dress code language throughout the school year as trends or styles change.

EMERGENCY DRILLS

Students and staff shall participate in emergency drills and/or rapid dismissal for fire, earthquake or other drills during the school year as required by law. (Board policy EBCB)

Students are to remain with their class during the drills. In the event of an emergency, the school may go into a lock down situation. Students in class are to remain in class. If outside a classroom, they are to proceed to the nearest classroom and remain there until released by school administrators or law enforcement officials. During both drills and emergency situations, students are to follow directions of staff or law enforcement officials quickly, quietly and in an orderly manner.

In the event of an emergency or critical incident, the Grants Pass School District is accountable for the reunification of students with their parents or guardians. The Student-Parent Reunification plan is used to achieve successful reunification through an orderly process that maintains the chain of custody for every student.

If a reunification is necessary, parents and guardians will be notified. The school or District will use broadcast phone or text messaging to distribute information on what has occurred, where to report, and what to bring. Parents and guardians will be required to present valid ID to pick up their student(s). Do not go to the school to pick up your child unless you have been given instructions to do so. For more information, see the Standard Reunification Method information sheet on the Safety and Security webpage.

EMERGENCY MEDICAL TREATMENT

Students who become ill or are injured at school must notify their teachers or other staff members 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 submitted by parents to the school. **Parents are encouraged to update this information as often as necessary.** If students are too ill to remain in school, they will be released to their parents or to another person as directed by parents on the students' emergency forms. School staff will 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 CLOSURE INFORMATION

During inclement weather, when the possibility of school closure exists, parent notification will occur through ParentSquare and will be announced on the district website by 6:00 a.m. Local television and radio stations will also be notified and may announce school closures.

END OF YEAR ACTIVITIES

Students may lose end of the year activities for attendance and/or behavioral issues. This includes but is not limited to the 8th grade dance, Moving On Ceremony, play day activities, and field trips.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") and currently in attendance within schools in the district, certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Identifiable information, aka directory information, is defined as information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. This could include:
 - a. Name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level;
 - b. Participation in officially recognized activities and sports, weight and height of members of athletic teams;
 - c. Major field of study, degrees, honors, and awards received;
 - d. The most recent school attended

Parents and eligible students have the right to opt out of disclosure of directory information annually by submitting a written request to the building principal. Disclosure without consent may be made to a school official who has a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff person (including health or medical staff and law enforcement personnel), a person serving on the School Board, a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials, a parent or student serving on an official committee such as a disciplinary committee or assisting another school official in performing his/her tasks. Grants Pass School District administration has a legitimate need for access to records of all students enrolled in the district. A school official has a legitimate educational interest if the official needs to review an educational record in order to perform his/her professional responsibility. Parents and eligible students may request, in writing, a copy of a student's education records. The district may recover a fee for providing a copy of the records, but only for the actual cost of reproducing the record. Copies of test protocols and other documents described in ORS 192.501 (4) shall not be provided. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district or postsecondary institution in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial

orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure.

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

FIELD TRIPS

Field trips may be scheduled for educational, cultural or other extracurricular purposes. Parents will be notified when field trips are to occur. 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. Upon registration, parents are asked to complete the field trip permission form.

FLAG SALUTE

In accordance with House Bill 2384: Students are provided the opportunity to salute the US Flag at least once a week. Students who don't participate in the salute must maintain a respectful silence during the salute.

FOOD AND DRINK

Students are expected to eat lunch and snacks in designated areas. Snack breaks may be permitted in teacher classrooms. The cafeteria is the primary designated area for food and drinks. There is to be no food or beverages in the hall. Administration reserves the right to change or modify this food and drink language throughout the school year as issues arise. Students are not allowed to sell food or drink at school.

FREE MEAL PROGRAM

The district participates in the Community Provision Eligibility program as well as the National School Lunch and

School Breakfast programs, and offers free meals to all students in Grants Pass School District. Breakfast and lunch are served daily.

GRADE REPORTS/PROGRESS REPORTS/CONFERENCES

Student grades, progress reports, and absence records will be issued to parents at least four times per year. Letter grades will be used and will reflect a student's knowledge and skills based on proficiency levels on the academic content standards. Some courses are graded pass/no pass.-Quarter grades will be reported for some courses. Quarter grades will be issued at the end of each 9 week period.

Grading scales will be based on Mastery (A), Approaching Mastery (B), Proficient (C), Reaching Proficiency (D), and not proficient (F). Some classes may be pass/no pass as determined by the teacher. The School will report the student's progress to the student and parent when the student's performance is in danger of not being proficient. There are fall conferences. The district encourages students or parents in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal. Parents who wish to confer with a teacher may e-mail the teacher, call the office for an appointment before or after school, or request that the teacher call to arrange a mutually convenient time. Teachers may request a conference with parents:

- If students are not maintaining passing grades or achieving the expected level of performance,
- If students are not maintaining behavior expectations, or
- In any other case the teacher considers necessary.

We feel it is important that teachers have accurate knowledge of student achievement in order to assess students' needs and growth. We believe a sharing of information among the parent, the teacher and the student is essential. Parents may be notified of their student's academic progress, performance, attitude, absenteeism and misconduct.

Parents will be informed regularly of their student's progress in school. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration. The administration may elect to utilize formal parent conferences in lieu of, or in addition to, other forms of progress reporting; (Board policy: IK)

HALLWAYS

Hall passes are required when students are out of their classrooms during class time. The teacher in charge must issue these passes. Office passes are sent from the office to request students to see the principal, assistant principal, counselor, or front office personnel. Students must have either a hall pass signed by their teacher or an office pass to be out of class. Being without a pass or failure to follow hallway expectations may result in disciplinary action.

Horseplay and rough-housing, including running, screaming, and other inappropriate behavior will not be tolerated.

HEALTH PROTOCOL INFORMATION

If your child has a chronic health condition that may require school staff's attention, i.e. a special health procedure/protocol while at school, or special training of staff in order for your child to safely attend school,

the school will need health protocols completed. An initial protocol may be completed and used for the duration of their attendance in the Grants Pass School District #7 Schools. However, the annual update for returning students on the registration form must be signed to confirm there are no changes in your child's health protocol. If you would like to talk to the school district nurse regarding your child's health protocol, please ask the school office to notify the nurse.

HEALTH ROOM

The health room is available to students for an emergency. When a student is sick and is unable to return to class after one class period, parents may be contacted to pick up the student.

HEALTH SCREENINGS

Grants Pass School District #7 holds annual screenings for vision, hearing and dental health. These screenings are typically in the fall but scheduled individually at each site. Please contact your school office if you have questions about these screenings.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

If your child is absent from school due to illness or suspension, they will be allowed to make up their work in a reasonable amount of time. If your child is going to be absent, please contact his/her teachers for missing assignments.

HONOR ROLL

Grants Pass School District recognizes outstanding achievement in academics by publishing its middle school Honor Roll at the end of each quarter. The following three categories of GPA are identified: 4.0, 3.5 - 3.99, and 3.25 - 3.49. Only letter grades are factored into the GPA calculation and a student must have a minimum of five graded classes to be included in the calculation.

IMMUNIZATIONS/COMMUNICABLE DISEASE

Parents of a student with a communicable or contagious disease are asked to telephone the office, so that other students who have been exposed to the disease can be alerted. Students with any communicable diseases are not allowed to come to school while the disease is contagious. The district may, for the protection of both the infected student and the exposed student, provide an educational program in an alternative setting. Parents with questions should contact the school office.

Students 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. Proof of immunizations may be personal records from a licensed physician or public health clinic.

Students not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be provided upon request.

The State of Oregon requires that students have Diphtheria/Tetanus, Polio, MMR, Hepatitis B and Varicella or an approximate date when the student had chicken pox. Bring proof of any updates of your immunizations to the school office as soon as possible. If you have any questions, please contact the school office.

Please check to see if your child is in need of their immunizations. Oregon requires us to exclude your student from school as of February (the exact date is announced each year) until proof of immunizations is provided. Your doctor's office and the Josephine County Health Department do not send individual student immunization updates to us. This is a responsibility of the Parents or Guardian. Please do not send immunization records to school with your student. Parents must bring in immunization records, as our records require a signature of a parent or a guardian.

INCIDENT REPORTS

Incident Reports are located in the Counseling Center or main office. It is the responsibility of the student and/or parent to pick up the form, fill it out, and return to the Counseling Center or main office. If any report is filed falsely, there may be consequences.

INSURANCE

At the beginning and throughout the school year, the district will make available to students and parents a low-cost student accident insurance policy. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims. The district shall not be responsible for costs for treating injuries or assume liability for any other costs associated with an injury when the accident occurs under normal school activities.

LIBRARY/TEXTBOOKS

Our Library is a welcoming space that is staffed by a full-time library manager. Students are encouraged to visit regularly to choose a great book, research, finish schoolwork, and enjoy quiet recreational activities. Students have access to a variety of online databases for research, as well as a diverse collection of fiction and non-fiction titles to choose from. Learning to be responsible borrowers and taking care of shared materials are important, so students are required to renew or return books on time. Students who lose or damage books or other library materials are required to pay for them. Check-out privileges may be affected if library books are not properly cared for.

The Library opens to students at 8:15 am and closes at 3:30 pm. A hall pass must be issued by a student's teacher for library time during class. Students who would like to be in the library during lunch will need prior permission and a hall pass from the librarian. Closable, spill-proof bottles of water can be brought into the library, but no other food and drinks are allowed. Cell phones are never allowed in the library.

LOCKERS

Students are issued a locker to store school supplies. Backpacks are not allowed in the classrooms, and school staff may ask students to place belongings in their locker. Student purses/bags must be no bigger than 5x7; otherwise, the purse/bag must be stored in the locker. When students are assigned a locker, students must not give out their combinations to anyone. Consequences may result if students give out locker combinations. They

are responsible for the care, cleanliness (no stickers) and security of their lockers. Students have full responsibility for the security of lockers and are responsible for making certain they are locked and that the combinations are not available to others.

Students' belongings may be stored in their lockers. Binders, backpacks, purses left unattended in the hallway or in classroom areas may result in disciplinary action.

- a. Routine Inspection of District Property Assigned to Students
- b. Lockers, desks and other storage areas provided by the school and assigned to a particular student(s) are the property of the district, remain in the possession of the district and are under the control of the building principal.
- c. Students may use district-owned storage areas for the limited purpose of temporarily keeping items needed for attendance and participation in school instructional and activity programs only. No other purpose is permitted.
- d. Students shall be provided notification that district-owned storage areas assigned to students are subject to routine inspection without prior notice for the following reasons:
 1. Ensure that no item which is prohibited on district premises is present;
 2. Ensure proper sanitation;
 3. Ensure mechanical condition and safety;
 4. Reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. (Board Policy: JFG-AR)

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of or donated at the end of each quarter. Loss or suspected theft of personal or district property should be reported to the school office. Check in the front office for the location of the lost and found.

MEDICATION

To help ensure the safety of all students and by state law, all medications, including over-the-counter (Tylenol, aspirin, cold medicine, etc.) and prescription medications must be checked in, secured, and will be distributed through the front office. Parents need to complete a medication form to allow school staff to provide this to students.

When a student must take prescription medicine at school, the following steps must be followed:

1. The parent/guardian must bring the medicine, in person, to the office. It may **not** be sent with the student. Additionally, the parent/guardian must pick up the container when the child has completed the course of medication. The medicine must be in its original prescription container. The parent must complete the appropriate form with instructions/permission for the school to administer the medication.
2. The parent must inform the school, in writing, of any changes in medication instructions. If the student needs to take a non-prescription medication at school, the same 4 steps above need to be followed, including the medication being in the original purchased container.
3. At no time may any students be in possession of either prescription or non-prescription medications while at school. All medications must be administered through the office, following the procedure explained above. The only exceptions to this policy are students who must have inhalers, insulin, and epinephrine (bee sting) medications with them because of life-threatening conditions. The office must be notified if a student is in this category. Some students may be allowed to self-medicate according to board policy JHCD-AR.

Office personnel are required by Board Policy to follow these steps, and they do not have the authority to handle student medication in any other way.

Students in possession or under the influence of prescription medication on campus that have not followed the medication policy may be disciplined under the District #7 drug and alcohol policy. Students selling, distributing or arranging the distribution or sale of prescription medication on campus will be suspended for 10 days pending an expulsion hearing. These students may also be referred to law enforcement officials.

MODIFIED DIPLOMA

Oregon law (OAR 581-022-1134) requires that parents of students who will enter 9th grade after July 1, 2009, be notified of the availability of a modified high school diploma. The modified high school diploma is available for students who have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the student or a documented history of a medical condition that creates a barrier to achievement. A determination that a student will be working toward a modified diploma may be made **by the school team** no earlier than 6th grade and no later than two years before the student's anticipated graduation date unless a change has occurred in the student's documented history. A decision to work toward a modified diploma may be changed **by the school team**.

A modified diploma is based on attaining 24 credits, just like a standard diploma. However, the courses that constitute a modified diploma are different. To earn a modified diploma, a student must complete the following credits:

- Language arts/English – 3
- Math – 2
- Science – 2
- Social Studies – 2
- Health – 1
- PE – 1
- Career technical Education or the Arts or Second Language – 1
- Career Education - .5
- To be determined with the student – 11.5

If you have questions regarding the modified diploma for your child, please contact your building administrator.

OFF-CAMPUS ACTIVITIES

Off-campus activities that violate the student behavior expectations of the District may also be the basis for discipline if they have the potential to disrupt or impact the safe and efficient operation of the school. It is the responsibility of the school to ensure the emotional and physical safety of all students. Should unacceptable behavior take place off-campus that directly impacts students and / or the learning environment on campus, students may be subject to appropriate disciplinary action up to and including expulsion by school administration.

School District 7 has authority and control over a student from the point of leaving home until such time they return home during a regular school day, at any school-related activity regardless of time or location and while

being transported in district provided transportation.

PARENT ACCESS

To stay current with your child's academic success please use PowerSchool Parent Access and/or ParentSquare, which the Counseling Center has information on how to sign up for this service. Parents are also encouraged to monitor course assignments and activities in Canvas.

Parent Access is a web-based home-to-school collaboration system linking parents and schools via the internet. Using a computer, a password and the internet, parents are able to check their children's latest grades and homework assignments 24 hours a day. Teachers make every attempt possible to update PowerSchool in a timely manner. However, teachers may need up to two weeks to grade assignments and get them entered into the program.

To sign up for PowerSchool Parent Access, go to the district's web page www.grantspass.k12.or.us and click on the Parents tab. Other information such as teacher's lesson plans is available through Canvas.

PARENT COMPLAINTS

Public complaints will be handled and resolved as close to their origin as possible. The Board of Education advises that the proper channeling of complaints occur in the following order:

- 1st: Staff Member - Those not resolved at the staff level must be put in writing to the building principal.
- 2nd: School Principal (or designee)
- 3rd: Superintendent (or designee)
- 4th: Board of Education

If a complaint is made without going through the proper channels, it will be referred back to school administration for study and possible solution. If the complaint is made about an employee, the individual will be informed of the complaint and given opportunity for explanation and comment. (Board policy: KL)

PARENT INVOLVEMENT/VOLUNTEERS

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff. Every effort should be made to use volunteer resources in a manner, which will ensure maximum contribution to the welfare and educational growth of students.

Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the office. The use of volunteers requires prior building principal (or designee) approval. Forms are available in the office. All volunteers must have a basic background check and a SB 155 sexual misconduct training. Any person authorized by the district for volunteer service with a position having direct, unsupervised contact with students will be required to undergo an Oregon criminal history check which includes fingerprinting.

PARENT RIGHTS

Grants Pass School District's Board of Directors passed policy KAB in the spring of 2024. Parents are to be informed annually of their rights.

Parents/Guardians have a right to:

1. Know what their children are being taught through the grade level curriculum expectations pamphlet shared at elementary, course syllabi at middle and high school, and the learning management system utilized by secondary schools.
2. Review curriculum materials being used either by contacting the classroom teacher or utilizing the district learning management system.
3. Families will be notified through course syllabi, Canvas course set up of course and/or opt in/out letters of sensitive topics in nature such as sexual behavior or attitudes, topics that create or promote social division, and mental health status.
4. Accessibility to reading lists and supplemental materials by contacting the classroom teacher and/or school administration.
5. Receive written instructions on how to opt in or opt out of curriculum (i.e. sex ed, survey's assessments, etc.) - [reference policy IGBHD](#)
6. Accessibility to books in the library by logging in to the library management system.
7. Accessibility to information on student organization/clubs and the ability to specify when they do not wish to have their student participate – [reference Policy IGDA](#).
8. Accessibility to the district's budget which is [posted on the district website](#).
9. Accessibility to district academic plans for their students (i.e. personal plan and profile, interventions, etc.) by contacting the counseling office at their student's school or the elementary school office.
10. Accessibility to immunization requirements [posted on the district website](#).
11. Annual Notification of FERPA rights regarding access to, amendment, and disclosure of their student's record. <https://www2.ed.gov/policy/gen/guid/fpcos/ferpa/index.html>
12. Attend the Boards annual listening session.

PERSONAL/VALUABLE ITEMS

Students choosing to bring personal or valuable items to school, do so at their own risk. Theft or loss of personal items (i.e. toys, cards, electronics, athletic equipment, etc.) will generally not be investigated by school administration. We cannot guarantee the safety and security of such items and therefore discourage students from bringing personal or valuable items to school. Backpacks, purses, etc. must remain in the student's locker during school hours, including locker rooms. Items causing a distraction in the classroom or school setting may be removed at the discretion of school administration.

PHOTO RELEASE

We occasionally receive requests from news media to take photographs or videos in the classroom. Additionally, Grants Pass School District 7 staff may use classroom photos or videos in publications (print or digital), news releases, and on district-maintained websites or social media accounts. During student registration, parents/guardians indicated whether or not they agree to allow their student to appear in media products. That information is documented in the Student Information System.

Please note, GPSD does not control the disclosure or use of photographs or videos taken by participants at

events that are open to parents, community members, and/or the news media. Additionally, media opt-outs do not apply to students participating in public events, like academic competitions, performances, and athletic events. Student photos and names from these events may be published.

PHYSICAL RESTRAINT AND SECLUSION

Under Oregon Administrative Rule ORS.326.051, school districts must prepare an annual report detailing the use of physical restraint and seclusion for the preceding year. Parents and guardians of students shall be advised at least once each school year about how to access the report. The required notification appears in our school newsletters and is also available at our school and district offices. For additional information, please contact the Special Services Department or refer to the Oregon Department of Education website at www.ode.state.or.us. The GPSD annual report for the preceding year is available via the district website.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

The Positive Behavior and Intervention Support (PBIS) mission of Grants Pass School Dist #7 is to foster a learning environment in which all students have an opportunity to be connected to the educational environment of our schools. To accomplish this mission, we will establish a consistent, common expectation of student behaviors that are taught and recognized by a system that moves students from external to internal motivations. As proclaimed by the school board in the fall of 2008, “WE ARE GP” is the officially adopted motto as a reflection of the school community of Grants Pass School District #7.

“We Are GP” – Guiding Principles

- We will create a school climate where everyone feels wanted, welcome, included and important.
- We are committed to serving and acknowledging ALL students, even the most challenging, by recognizing when they are persons of good character.
- We believe all school staff share in the roles and responsibilities of the development of building-level PBIS plans, including participation in professional development opportunities for PBIS.
- We are committed to teaching, re-teaching, and modeling school-wide expectations in a positive and consistent manner.
- We will develop systems to document and track behavioral information, creating data that is utilized to inform decision-making, policy and procedural changes, and identify necessary student interventions.
- We are committed to increasing the ratio of positive to negative interactions while decreasing the use of punitive and exclusionary discipline, focusing on strategies that truly change behavior.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- B. Receive notice and an opportunity to opt a student out of –
1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

C. Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Grants Pass School District #7 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey.

Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202

PUBLIC DISPLAY OF AFFECTION

Students shall use good judgment in relationships with each other and shall respect the dignity and rights of others, remembering that others view their actions. Inappropriate behavior will not be tolerated and may lead to disciplinary action. Students have a responsibility to accept adult judgment and reasoning when discussing appropriate relationships. Students will not participate in public displays of affection: prolonged hugging, handholding, linking arms, kissing, etc. A “Hug and Release” between students will be deemed acceptable and is at the discretion of adult staff members.

RELEASE OF RECORDS

Student records will be maintained by Grants Pass School District No. 7 for the benefit of the student. They will be used to promote the instruction, career development, guidance, and educational progress of the student.

- a. Students' records are available to the teaching staff and designated clerical staff qualified to interpret the records.
- b. If a student's records are to be released as specified in Oregon law, the student and/or his/her representative will be notified and will have an opportunity to be present at the reading and interpretation of records.
- c. Oregon law requires that "release of student records for use in any preceding, civil or criminal, in any court of this state shall be made only by the superintendent or his/her appointed representative, or with the consent of the student or juvenile so conflicting or to whom such records relate. If the student is 18 years of age or over or if the person is a minor with the consent of his/her parent or legal guardian, release shall be made only in the presence of an individual qualified to explain or interpret the records."
- d. All student records shall be periodically revised and irrelevant material discarded and the records updated. Behavior records will be destroyed in accordance with Oregon Administrative Rules.
- e. The policies governing student records can be located in the Grants Pass School District No. 7 policy book. Board policies are available online.

Non-Custodial Parent Rights: Federal and state laws insure the non-custodial parent's right to consult with school staff and to review educational records unless there is a court document that specifically revokes these rights. Federal law gives schools 45 days to provide the records.

In addition, non-custodial parents can receive a copy of the student's report card by contacting the front office with mailing information.

When requesting records, non-custodial parents should be prepared to show picture identification and a document that validates that he/she is the child's parent.

RESTITUTION

If the District determines that a student is responsible for damaging school property, the District may determine restitution is due. Restitution may include monetary compensation or volunteer work or community service, or a combination thereof, as determined by District officials. Pursuant to ORS 339.270, a student and student's legal guardian shall be liable for the amount of the assessed damages, plus attorney fees and costs if legal action is required to enforce the obligation. Further, any parent with legal custody of a child who intentionally or recklessly damages property of the District may be held responsible for damages, not to exceed \$7,500, in accordance with ORS 30.765. If a plan is developed to cover restitution, copies will be given to the student and the parent. Prior to initiating a legal action to enforce a debt due to the District for restitution, the District shall provide the student and legal guardian(s) with prior notice in accordance with ORS 339.270 of the amount of the debt owed by the student or parent or guardian of the student.

SCHEDULE CHANGES

Please contact the Counseling Center for any schedule changes requested after the start of the school year. Schedule changes are generally not allowed after the first week in the quarter. Requests can be made through the Parent Request for Schedule/Teacher Change Request Form. Administrative approval is required.

SCHOOL NURSE

Grants Pass School District #7 employs two health nurses that visit the schools on a routine basis for approximately 3 hours per week. The nurse is available to consult regarding student health needs that may impact their educational program. Students with severe allergies, diabetes or other health needs requiring staff training will need to have protocols completed by the parent/guardian and the doctor. The nurse may be contacted through the school office. See Health Information Protocol for more information.

SEARCH AND SEIZURE

Lockers, desks and other storage areas provided by the school and assigned to a student(s) are the property of the district. Students may use these storage areas for the limited purpose of temporarily keeping items needed for attendance and participation in school instructional and activity programs only. When a district official has reasonable suspicion to believe that evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular district-owned storage area assigned to a student, or the clothing or personal property of a student, the official has the option of making a search or asking the student to voluntarily provide the evidence sought. If the student refuses, the official will contact the student's parents and/or law enforcement officials to assist with the search. In the event that neither parent or law enforcement are available, administration may conduct a search based on reasonable suspicion of an emergency or immediate threat to students or staff.

A district official may also make a search if there is knowledge that either an emergency or dangerous circumstance exists, or it is necessary to protect the safety of any person or property. The use of drug-detection dogs and metal detectors (or similar detection devices) may be used when the superintendent or designee determines that there is a need.

Possession of unauthorized, illegal, unhealthy or unsafe material may result in seizure of the material, student discipline and notification of law enforcement officials as appropriate or required by law or district policy.
(Board Policy JFG and JFG-AR)

SPECIAL SERVICES

English Language Learners: Students who have limited or no English language skills are provided appropriate instructional assistance in addition to receiving regular classroom instruction. Students requiring this type of program will be transported to South Middle School.

Special Education: The special education program is designed especially for children needing instruction or care beyond the typical education services offered in our school. Educational assessment services are available through this program in order to identify children who may require additional educational assistance in and out of the regular classroom. From the assessment results, an Individual Education Program (I.E.P.) is designed for each qualifying child and is directed by a teacher trained to teach children with special learning needs. More information can be obtained from the Special Services Department at 541-474-5706.

Speech Therapist: Speech Therapist: A speech therapist visits the school on a regular basis. Students who are referred for services may work with the therapist on a set schedule. If a parent feels their child may need help in the area of speech development, the parent should contact the child's teacher to see about obtaining an evaluation from the therapist.

Talented and Gifted: The Grants Pass School District complies with the Oregon Talented and Gifted (TAG) Education Act and its administrative rules. These rules apply to all eligible students in our school. Students who test at or above the 95th percentile on specially selected tests may be eligible for Grants Pass School District's TAG Program. Here they will receive special guidance to fulfill their potential, through compaction and/or acceleration of the curriculum, as well as enriching activities. These students learn at a faster rate, at more sophisticated level or learn in a different manner. Many TAG students have creative and energetic ideas but lack some of the necessary skills to develop projects that measure up to a high level of competence. The TAG program is designed to fit these needs. Students can be considered for the TAG program through teacher, parent, or self-nomination or may be considered based on **universal screening** results. For questions concerning the district's Talented and Gifted program, you can call the **Director of Personalized Learning** at 541-474-5700.

STUDENT DISMISSAL

Students may be released to either biological parent, whether custodial or noncustodial, upon request unless the district has been served a certified copy of a court restraining order to the contrary.

Students will not be released to a family member or family friend unless the parent listed the individual on the student's Emergency Contact form or a parent/guardian puts in writing their approval.

STUDENT COMPLAINTS

It is the district's philosophy that students have an inherent right to express their personal concerns.

Students may lodge a complaint against another student for harassing, bullying, intimidating, or threatening behavior or conduct by completing and submitting an Incident Report Form to the administration. This form will initiate an investigation to determine the facts of the incident and discipline may be administered as a result. The Incident Report Form is located in the front office or Counseling Center. (Board Policy: JFH)

Students who have a concern with a teacher are strongly encouraged to discuss their concern with that specific teacher. If the matter is not resolved, the student is encouraged to discuss with their parent the concerns they have and if the parent believes it is in their student's best interest to become involved, he/she should then follow the Parent Complaint process outlined above. Whenever possible, students are always encouraged to solve as many of their own problems as feasible. (Board Policy: JFCF-AR)

STUDENT IDENTIFICATION CARDS

Student ID cards are issued at the beginning of each year following fall picture day. These cards include a picture of the student, their six-digit ID number, and a bar code. These cards are helpful for obtaining school lunch and may be required to attend various school activities or check out school equipment. Replacements are available through the main office for a fee.

STUDENT ORGANIZATIONS/CLUBS

Student organizations will be encouraged when they meet the criteria of contributing to learning. Such organizations will operate within the framework of the law, Board policy, district guidelines and the parameters of the learning program. When such organizations contribute to the learning environment, their establishment

and operation will be facilitated in reasonable ways by district staff and through the use of district resources.

The district has developed general guidelines for student organizations. Among other provisions, the guidelines will require the assignment of at least one staff advisor to each student organization.

STUDENT RECOGNITION

Student recognition programs for excellence in academics, citizenship, attendance, and athletics are established at each middle school.

STUDENT RECORDS

It is the policy of the district to keep student records to conform to state and federal law and regulations. Records requested by another school district to determine a student's appropriate placement may not be withheld. The district may withhold grade reports, diplomas or other records of students who owe fees, fines or damages until those are paid.

The district will give full rights to education records to either parent, unless the district has been provided legal evidence that specifically revokes these rights. However, once the student reaches age 18, those rights transfer to the student. (Board policy: JO)

STUDENT RIGHTS AND RESPONSIBILITIES

Student's rights and responsibilities include the following:

Civil Rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;

1. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
2. The right to due process of law with respect to suspensions, expulsions and decisions which the students believe injure his/her rights;
3. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
4. The right to assemble informally, so long as such informal assemblies do not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
5. The right to privacy, which includes privacy in respect to the student's educational records;
6. The right to know the behavior standards expected, and the responsibility to know the consequences of misbehavior.
7. The right to an engaging education, yet responsible for your own attendance and the submission of any and or all assigned work.
8. Students have the right to know the standards of behavior that are expected of them as well as to know the consequences of misbehavior. Students' rights and responsibilities, including standards of conduct, will be made available to students and their parents through information distributed annually.

Freedom of Speech and Assembly

- A. Students may verbally express their personal opinions, but these opinions shall not be allowed to

- interfere with the rights of others to express themselves. The use of obscenity, personal attacks, or threats of harm to persons, property or reputation is prohibited.
- B. All student meetings on school property shall function only as part of the normal educational process or as authorized by the principal or his/her duly appointed representative and with a faculty member in attendance.
 - C. Students have the freedom to assemble peacefully: provided that any such assemblies may not be disruptive and shall not interfere with the orderly operations of the school, classroom or school activities.
 - D. Invitations to outside speakers shall be approved by the principal or his/her appointed representative. All approved guest speakers must comply with District policies and any applicable school rules, including nondiscrimination policies. No speaker shall be permitted to disrupt the school or any classroom. No speaker shall be permitted who encourages or advocates for unlawful or illegal actions or conduct.

Right to Petition

Students have the freedom of petition for a change in school policies and regulations. Circulation of such petitions must not interfere with the normal operations of the school or classroom. Such petitions shall be submitted to the building principal. (Board policy: JFI)

Due Process Rights

If it is necessary for students to be disciplined, they are entitled to the following individual rights:

- A right to hear the charges against them;
- A right to give their testimony to the events in question;
- A right to call witnesses on their behalf;
- A right to appeal to the principal, superintendent, or superintendent's designee.

STUDENTS SUPPORT AND THE INDIVIDUAL INTERVENTION PLANNING TEAM (IPM)

If a student is continually demonstrating poor academic or behavioral habits, students may be placed in an intervention and/or referred to the IPM process. This team is composed of special education teachers, general education teachers, school counselors, administration, and the school psychologist. Referrals to the IPM can be made by any teacher, administrator, or by parents.

SUPERVISION HOURS

Outside doors are locked until 8:15 a.m. (9:15 a.m. on Wednesdays) and students will not be permitted in the building before that time unless under direct supervision of staff. Students should not be on school grounds before 8:00 a.m. nor remain on school grounds beyond 3:45 p.m. unless they are under direct supervision of adult staff. Students remaining after school to watch school-sponsored activities must be present at the activity and sitting in the appropriate area.

TECHNOLOGY: ACCEPTABLE USE POLICY

The Technology Acceptable Use Policy (AUP) is signed at the point of registration in Power School Enrollment annually. Parents wishing to review a copy of the AUP may contact the school office. The AUP outlines District policy for the use of technology, including internet-connected computers. Students who do not have a signed AUP are prohibited from using any district technology. Also, failure to follow the guidelines listed in the AUP could lead to the student receiving discipline, up to and including termination of technology privileges,

suspension and/or expulsion. Students and parents are expected to read the entire AUP before signing/agreeing to abide by its policies and guidelines. Some of the AUP policies/guidelines include (but are not limited to):

Password Protection

These guidelines are intended for use by all students using the Grants Pass School District No. 7 network. Middle and High School students will have a personal network account with a password that is assigned by the network administrators. Your password allows access to applications, your class work and other files you have saved on the network. This is why password security is so critical.

DO: Refer anyone who demands your password to the Acceptable Use Policy.
Report anyone attempting to get your username and/or password.
Inform your teacher if you suspect an account or password has been compromised
Logout when you are done using a machine you have logged into.

Don't: Access files or applications while using another's login and password.
Write down or store a password on-line or on ANY computer system.
Share a password with anyone except your teachers, school administrators, and IS Department staff.
Use the "Remember Password" feature of applications.

Technology is a growing aspect of the educational experience in Grants Pass School District A code of conduct defines the privileges and responsibilities of every student and parent who will use the facilities. This code of conduct serves as an outline for use of technologies including, but not limited to, personal computers, network facilities, Internet access tools, e-mail, audio/visual equipment, advanced scientific measurement tools and recording devices. It is the desire of the administrators, and all of the staff, that our technology facilities are used for the benefit of all students and faculty. Through the use of these facilities, we believe educational excellence can be promoted throughout the school.

TELEPHONE REQUESTS – FROM PARENTS/GUARDIANS

To help ensure effective communication with your child and to limit the confusion in the main office, we ask that the following guidelines be observed:

- Alternative plans for pick up or transportation need to be in writing (**handwritten note, fax, email**) and taken to the office at the beginning of the day.
- Student reminder messages such as bringing homework home, taking medications, turning in homework, etc, need to be done at home prior to arriving at school.

It is our intent to protect the classroom learning environment and limit interruptions that could be otherwise handled prior to the beginning of classes. We appreciate your help and thoughtfulness on this issue (Personal emergencies are exceptions to these guidelines).

TELEPHONE USE (STUDENT)

Classroom phones are not to be used by students for personal use. In cases of illness or emergency, the student should report to the office to use the phone. In an emergency situation, school phones are made available.

TITLE IX

Grants Pass School district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, disability, or age in its programs and activities, and provides equal access to designated youth groups such as the Boy Scouts. The following person has been designated to handle inquiries regarding discrimination: Dan Huber-Kantola, Director of Personalized Learning, 725 NE Dean Dr., Grants Pass, OR 97526. (541)474-4700 dbkantola@grantspass.k12.or.us

As outlined in Board Policy AC-AR, the following procedure shall be used when filing a complaint:

Step 1:	Complaints may be oral or in writing and filed with the principal of the building. The building principal will conduct the initial investigation and determine action to be taken, if any, and reply in writing to the complaint within 10 school days of receipt of complaint.
Step 2:	If the complainant wishes to appeal the decision, he/she may submit a written appeal to the Title IX coordinator within five days after receipt of the building principal's response. The Title IX coordinator will review the principal's decision and may meet with parties involved. Within 10 school days of complaint, the Title IX coordinator will respond in writing to the complainant.
Step 3:	If the complainant is not satisfied with the decision, a written appeal may be filed with the Board within five school days of receipt of the Title IX Coordinator's response. The Board may decide to hear or deny the request for appeal. The Board may meet with the concerned parties and their representatives. The Board's decision will be final and will include the legal basis for the decision, findings of fact, and conclusion of law. The Board's final decision will be sent to the complainant in writing within 10 days of the meeting.

TRANSPORTATION

School buses are considered an extension of the school and all students will abide by the Rules Governing Students Riding School Buses, which are posted on every school bus and as follows:

Rules Governing Students Riding School Buses (State of Oregon Rules: OAR 581-53-010)

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

15. Students will be courteous to the driver, to fellow students, and passerby.
16. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Rules governing students riding school buses must be kept posted in a conspicuous place in all school buses.

(Board Policy: EEACC, EEACC-AR)

Student Conduct on and off D7 School Buses

1. No tobacco products, eating, or drinking will be permitted on the buses at any time.
2. Students should arrive at pick up points at least five minutes prior to the scheduled pick up time and no more than ten minutes prior to the scheduled time of the arrival of the school bus.
3. No students are to load or unload the bus until drivers are present.
4. Under no circumstances should a student sit in the bus driver's seat, unless in extreme emergency, i.e. driver outside and the bus begins to roll.
5. All students will enter the bus in a single file.
6. Containers of glass, bottles of any kind, jars, etc. are not permitted on the bus. Bugs in any type of container are not allowed.
7. On bus runs, musical instruments, sports equipment, or anything larger than that which cannot be held by the student, will not be allowed. Nothing will be allowed in the aisles or step well of the school bus. Transporting large items is the responsibility of the student or his/her parents.
8. No personal transportation devices (i.e. skateboards, scooters, skates) will be permitted on the buses.
9. Inflated balloons are not permitted on the school bus.
10. Stay away from the bus when it is moving.
11. Buses will wait a maximum of seven minutes after the dismissal of classes.

All students eligible for district-approved student transportation shall receive safety instructions and a code of conduct. Violations of the code of conduct or conduct that jeopardizes the health/safety of self and/or others may result in the loss of district-approved transportation services. Due process shall be applied during discipline procedures and parents, students and/or a representative have the right to appeal. (Board Policy: EEACC, EEACC-AR). **Written permission (handwritten note, fax, email) from a parent must be given to the front office before a student will be allowed to ride home on a bus other than the one assigned.**

Students not following the above code of conduct can expect the following from transportation:

- 1st time not following the rules = verbal warning
- 2nd time not following the rules = front two seats decided by driver for two days
- 3rd time not following the rules = front two seats decided by driver for four days
- 4th time not following the rules = referral to school where decision will be made of consequence.

For any major offense (i.e. drugs, fighting, etc.), a referral will be made to the school where a decision of consequence will be made.

VIDEO SURVEILLANCE

The School Board authorizes the use of video surveillance cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, to safeguard district facilities and equipment and to allow greater public access to district facilities. Surveillance cameras may be used in locations, including on school buses, as deemed appropriate by the superintendent.

The District declares that this information is confidential and is not a public record, based on state and federal requirements. The digital recordings may be reviewed by, but not released to, the parent/guardian of specified students if it is used as evidence in the discipline of a student. If the digital recording is shown to a parent/guardian, the district will alter it to protect the identity of other students who were not involved in the incident.

Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Digital recordings may become a part of a student's educational record or a staff member's personnel record and the district shall comply with all applicable state and federal laws related to record maintenance and retention. (Board Policy: ECAC)

VISITOR PASS

We encourage parents and other community members to visit the school and classroom. In order to assure that no unauthorized persons enter the school, all visitors will report to the school office when entering and will receive authorization to visit elsewhere in the building. Any unauthorized person on school property will be reported and asked to leave. Students will not be allowed to bring visitors to school without prior approval from the principal. A visitor may be requested to present photo identification such as a driver's license or identification card. All visitors must check in and out through the office and wear a visitor badge while on campus. **Only those listed on the student contact form will be allowed to visit a student unless arrangements have been made with the office or administration.**

WHEELED TRANSPORTATION

Bicycle riders must observe safe and lawful practice, and riders under the age of 16 must comply with Oregon helmet laws. Bicycles must be parked in a designated area on school grounds and should be locked. All other forms of wheeled transportation (including but not limited to skateboards, scooters, roller blades, helices, etc.) are not to be ridden anywhere on campus. Upon arrival at school, wheeled transportation must be placed directly in the student's locker or placed in a designated area on school grounds and should be locked. **Skate boards and other forms of wheeled transportation are not allowed on school buses.**

The district assumes no responsibility or liability for loss or damage to bicycles or other forms of wheeled transportation.

SECTION 2: Student Behavior and Code of Conduct

INTRODUCTION

The district expects, encourages, and trusts our students to be safe and make healthy decisions regarding their behavior. When students make poor decisions, there may be interventions and responses to those actions that are age appropriate, consider the student's mental capacity, and to the extent practicable, use approaches that are evident to be effective.

This handbook applies to students at all times while they are on Grants Pass School District property, at any school-sponsored activity, including, but not limited to field trips, and while traveling to and from school or any school sponsored event. The District recognizes that some incidents that occur off school grounds may

seriously affect school safety and school climate. In those cases, the District may implement intervention and disciplinary responses based on their impact.

The district shall enforce consistently, fairly, and without bias all student conduct policies, administrative regulations, and school rules.

Successful disciplinary practices have the following characteristics:

1. They are explicit, reasonable, and timely.
2. They are logical, fair, consistent, developmentally appropriate and considerate of circumstances.
3. They include a variety of prevention and intervention measures.
4. They provide the opportunity for parent/family and student participation.
5. They respond to individual differences among students with insight and sensitivity.
6. They ensure the opportunity for students to obtain an education.
7. They increase the offender's awareness of the impact of his/her behavior and provide an opportunity to take full responsibility for it.
8. They build a sense of community and its capacity for resolving conflict, while maintaining a positive school culture.

LEVELS OF INTERVENTION

Each level of intervention and discipline in this section may include the strategies described below, but is not in any way limited to those strategies or options that are specifically listed. School personnel have the discretion to use interventions and/or discipline that is deemed appropriate to the conduct.

Level 1

Classroom interventions and responses

These interventions aim to teach correct, alternative behavior so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies. Sample actions may include:

- Contact parent via telephone, email, etc
- Verbal Correction
- Reteach appropriate behavior
- Hallway conversations after reteaching/redirection
- Cool down time
- Written reflection or apology
- Seat change
- Parent or guardian conference
- Daily progress sheet on behavior
- Loss of classroom privileges
- Confiscation of items or devices
- Teacher/student conference

School-based interventions

These interventions often involve support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions and to change the conditions that contribute to the student's inappropriate or disruptive behavior. Sample actions may include:

- Parent or guardian notification
- Mentoring (i.e. Check & Connect, peer, check-in/checkout)
- Community service to school
- Conflict resolution
- Restorative practice strategies
- Short-term behavioral progress reports
- Referral to community organization

Level 2

Intensive support and administrative staff interventions and responses

The aim is to correct the behavior by stressing the seriousness of the behavior while keeping the student in school. Appropriate when supports have been put into place but the behavior has continued to negatively affect the learning environment. Sample actions may include:

- Parent or guardian notification
- Restorative practice strategies
- Loss of privileges (i.e. time out, detention)
- Community service to school
- Conflict resolution
- Behavior plan
- Peer mediation
- Administrative or administrator designee conference
- Mentoring (i.e. Check & Connect, peer, check-in/checkout)
- Confiscation of items or devices
- Schedule changes (i.e. daily schedule, length of day)
- Referral to counseling
- School team meeting (IPM, student, counselor, school psychologist, family, etc)
- In-school suspension

Level 3

Suspension and referral services

These interventions are appropriate when interventions and supports have been put in place but the behavior is escalating or because of the severity of the behavior. Samples actions may include:

- Parent or guardian notification
- Short-term suspension (1-5 days)
- Restorative practice strategies
- Confiscation of items or devices
- Behavior plan
- Referral to IEP team or 504 team for manifestation determination for students with disabilities
- Revision to IEP or 504 (students with disabilities) as needed
- Schedule changes (i.e. daily schedule, length of day)
- Change of placement
- Referral to counseling
- Referral to community organization (e.g., mentoring programs)
- In-school suspension

Level 4

Extended suspension and referral services

These interventions focus on maintaining the safety of the school community and ending self-destructive and dangerous behavior. These are appropriate when the student's behavior seriously affects the safety of themselves or others in the school environment. Sample actions may include:

- Parent or guardian notification
- Confiscation of items or devices
- Extended suspension between 6-10 days
- Expulsion recommendation
- Restorative practice strategies
- Referral to IEP team for manifestation determination for student with disabilities
- Revision to IEP to 504 (students with disabilities) as needed
- Behavior plan
- Functional Behavior Assessment
- Alternative educational placement
- Schedule changes (i.e. daily schedule, length of day)
- Referral to counseling (i.e. social emotional, drug and alcohol, groups)
- In-school suspension
- Enrollment contracts (i.e. PEC, CEC)

Level 1	Level 2	Level 3	Level 4	Level 5
Classroom Support and School Based Interventions	Administrative Staff Intervention	Suspension and Referrals	Extended Suspension and Expulsion	Law Enforcement and Public Safety Officer May Be Contacted
Aim is to teach correct and alternative behavior. May or may not involve parent or guardian.	Aim is to correct the behavior by stressing the seriousness of the behavior while keeping the student in school. Appropriate when supports have been put in place but the behavior has continued to negatively affect learning.	Appropriate when the student's behavior seriously affects the safety of themselves or others and/or interventions and supports have been put in place, but the behavior is escalating/repeating or because of severity of the behavior.	Appropriate when the student's behavior seriously affects the safety of themselves or others in the school environment.	Appropriate when a situation is deemed dangerous or a law may have been broken.

LEVEL 1 BEHAVIORS - Classroom/Counselor Support and School-Based Interventions

DESCRIPTION of OFFENSE	Level 1 Description
Bus citation	Aim is to teach correct and alternative behavior. May or may not involve parent or guardian.
Cheating/Plagiarism	
Conflict Escalation	
Defiance, Disrespect, Non-Compliance	

Disorderly Conduct (Disruptive Behavior)
Disruption of the educational environment (minor)
Dress Code Violation (can be corrected)
Electronic Device
Forgery
Insubordination (Disobedience)
Left w/o Permission
PE Non-Dress (can be corrected)
Profanity/Vulgarity
Rough Housing (can be corrected)
Tardy
Tech / AUP violation (minor)
Throwing objects
Truancy / Skipping class

LEVEL 2 BEHAVIORS - Administrative & Counseling Staff Interventions

DESCRIPTION of OFFENSE	Level 2 Description
Any repeated Level 1 Offenses	
Broke Contract	
Bus Citation	
Cheating/Plagiarism	
Conflict Escalation	
Defiance, Disrespect, Non-Compliance	
Disorderly Conduct (Disruptive Behavior)	
Dress Code Violation (repeated / not corrected)	
Drug Paraphernalia (only-no drugs)	
Forgery	Aim is to correct the behavior by stressing the seriousness of the behavior while keeping the student in school. Appropriate when supports have been put in place but the behavior has continued to negatively affect learning.
Harassment, Intimidation, Bullying	
Insubordination (Disobedience)	
Left w/o Permission	
Obscene Behavior	
PE Non-Dress (repeated / not corrected)	
Physical Altercation, Minor	
Profanity/Vulgarity	
Rough Housing (multiple occurrences)	
Skip Detention	
Tardy Excessive	
Theft – minor (under \$100) – SRO possible	
Threat/Intimidation (Causing Fear of Harm)	
Truancy	

LEVEL 3 BEHAVIORS - Suspensions & Referral Services

DESCRIPTION of OFFENSE	Level 3 Description
Any repeated Level 1 and 2 Offenses	
Attendance Violation	
Broke Contract	
Burglary/Breaking and Entering	
Drugs Excluding Alcohol and Tobacco	
Fighting (Mutual Altercation)	
Harassment, Intimidation, Bullying	
Inappropriate Use of Medication	
Insubordination (Disobedience)	
Left w/o Permission	
Obscene Behavior	
Physical Altercation, Minor	
Profanity/Vulgarity	
Tardy Excessive	
Theft – major (over \$100) (>\$2500 = felony, mandatory GPASS)	
Threat/Intimidation (Causing Fear of Harm)	
Tobacco (Possession or Use), Nicotine Juice, Vaping Devices	
Trespassing	
Vandalism (Damage to School or Personal Property)	Appropriate when the student's behavior seriously affects the safety of themselves or others and/or interventions and supports have been put in place, but the behavior is escalating/ repeating or because of severity of the behavior.

LEVEL 4 BEHAVIORS – Extended ISS/OSS; Referral Services; Discretionary GPASS Placement

DESCRIPTION of OFFENSE	Level 4 Description
Alcohol	
Attendance Violation	
Battery/Assault (physical attack/harm)	
Broke Contract	
Burglary/Breaking and Entering	
Criminal Offense (Non-Violent)	
Criminal Offense (Violent)	
Drugs Excluding Alcohol and Tobacco	
Fighting (Mutual Altercation)	
Harassment, Intimidation, Bullying	
Harassment, Sexual	
Inappropriate Use of Medication	
Manufacture or Delivery of Controlled Substance	
Robbery (Taking things by force)	
School Threat (Threat of Destruction or Harm)	
Sexual Battery (Sexual Assault)	
Sexual Offenses (Lewd Behavior, Indecent Exposure)	
Theft of district-issued device	
Threat/Intimidation (Causing Fear of Harm)	
Tobacco (Possession or Use) - 3rd offense	Appropriate when the student's behavior seriously affects the safety of themselves or others in the school environment.

Trespassing	
Vandalism (Damage to School or Personal Property)	
Weapons Possession (Firearms or other weapons)	
Truancy	
	Follow district Threat Assessment protocol (counselor and possible SRO)

LEVEL 5 BEHAVIORS – GPASS Placement / Home-Bound Placement / Possible Expulsion

DESCRIPTION of OFFENSE	Interventions
ON or OFF CAMPUS	
Alcohol	
Arson	
Attendance Violation	
Battery/Assault (physical attack/harm)	
Broke Contract	
Burglary/Breaking and Entering	
Criminal Offense (Non-Violent)	
Criminal Offense (Violent)	
Drugs Excluding Alcohol and Tobacco	
Harassment, Intimidation, Bullying	
Harassment, Sexual	
Homicide (Murder or Manslaughter)	
Kidnapping (Abduction)	
Manufacture or Delivery of Controlled Substance	
Robbery (Taking things by force)	
School Threat (Threat of Destruction or Harm)	
Sexual Battery (Sexual Assault)	
Sexual Offenses (Lewd Behavior, Indecent Exposure)	
Theft of district-issued device	
Weapons Possession (Firearms or other weapons)	
	Appropriate when a situation is deemed dangerous or a law may have been broken. Law Enforcement and Public Safety Officer May Be Contacted.
	Follow district Threat Assessment protocol (counselor and possible SRO)

DEFINITIONS

Alcohol: Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol.

Arson: To unlawfully and intentionally damage, or attempt to damage, any school or personal property by fire or incendiary device.

Attendance Violation: Violation of state, school district or school policy related to attendance.

Battery/Assault (physical attack/harm): Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual.

Broke Contract: Student broke signed contract (i.e. enrollment contract, behavior contract, etc).

Bullying: A pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves written or verbal expression, including electronic communication, or physical conduct that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property or to the site of a school-sponsored or school-related activity on or off school property or on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity, and that: 1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear or harm to the student's person or of damage to the student's property; 2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; 3) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or 4) infringes on the rights of the victim at school, including cyberbullying (see definition below).

Burglary/Breaking and Entering: Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.

Bus Citation: Bus driver issued citation due to violation(s) of the Transportation Code of Conduct. These are actions which jeopardize the health/safety of self and/or others and can result in the loss of district-approved transportation services.

Cheating / Plagiarism: The passing off of the thoughts or work of another as one's own. Plagiarism involves giving the impression that a person has thought, written, or produced something that has, in fact, been borrowed from another.

Conflict Escalation: The process by which conflicts grow in severity over time. This may refer to conflicts between individuals or groups in interpersonal relationships

Criminal Offense (Non-Violent): Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, embezzlement, forgery, resisting arrest, gambling, extortion, or dealing in stolen property.

Criminal Offense (Violent): Other violent criminal offenses not classified previously but meeting the State of Oregon's definition of a "Persistently Dangerous" offense.

Cyberbullying: Bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, in Internet website, or any other Internet based or electronic communication tool and that occurs off school property or outside of a school-sponsored or school-related activity, if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Defiance, Disrespect, Non-Compliance: Student refusal of reasonable requested staff action.

Disorderly Conduct (Disruptive Behavior): Any act that disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment.

Drugs Excluding Alcohol and Tobacco: Unlawful use, cultivation, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance.

Electronic Devices (including cell phones, head phones/ear buds):

- ✓ May be used before or after school.
- ✓ May not be used during instructional classroom time, including passing periods, assemblies, pep rallies, and any other activity which takes place during the regularly scheduled classroom periods (i.e. field trips)
- ✓ Cell phones with photo capabilities are prohibited in bathrooms or locker rooms at all times.
- ✓ Smart Watches are considered cell phones if not being used appropriately; otherwise, these are allowable.

Expulsion: Removal by School Board or designee of a student from school building(s)/property, school transportation, and from participation in school activities. Expulsion of a student shall not extend beyond one calendar year. ORS 339.250(5).

Fighting (Mutual Altercation): Mutual participation in an incident involving physical violence, where there is no major injury.

Forgery: To produce a copy or imitation (i.e. a signature or document) for the purpose of deception.

Harassment, Intimidation, Bullying: Physical harm, damage to property, knowingly placing a student in fear of physical harm or damage to property, or creating a hostile educational environment. This can be the use of written, verbal or physical behavior which serves to distress, threaten, demean, annoy, or torment another person whether “joking” or not. This includes speech related to race, ethnicity, religion, color, national origin, sexual orientation, disability, marital or parental status, gender or gender identity.

Harassment, Sexual: Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.

IEP Team: A parent and a group of two or more professionals, at least one of whom shall be a specialist knowledgeable about the disability, responsible for establishing eligibility for special education services and making placement decisions under IDEA and/or under section 504 of the Rehabilitation Act of 1973.

In-school suspension (ISS): Temporary removal of student from classroom activities by an administrator or designee for any misconduct in the Handbook, which includes assignment to a designated room or area within the school building. The student will be informed of the reason for placement in ISS and be given an opportunity to respond before the administrator’s decision is final. While in ISS the student will complete assignments from his or her teacher’s.

Inappropriate Use of Medication: Use, possession, or distribution of any prescription or over-the-counter medication, (e.g., aspirin, cough syrups, caffeine pills, nasal sprays) in violation of school policy.

Insubordination (Disobedience): Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.

Left w/o permission: The act of leaving a classroom or school grounds without knowledge or permission from school personnel.

Manufacture or Delivery of Controlled Substance: Manufacture or delivery of a controlled substance.

Obscene Behavior: Language or actions, written, oral, physical, or electronic, in violation of community or school standards (e.g. public display of affection).

Out-of-School Suspension (OSS): Students may be suspended from school for any misconduct listed in any category of the Handbook. The student will be informed of the reason for out-of-school suspension and be given an opportunity to respond before the administrator's decision is final. While the student is suspended, the administrator may place restrictions on the student's participation in school-sponsored or school-related activities.

- ✓ Assignments during ISS/OSS: The student will be required to complete all class assignments, homework, tests, and other academic work covered during the suspension. The student will have the opportunity to receive full credit for completed academic work when submitted in a timely manner and in accordance with the teacher or administrator's instructions. The student will be provided during the period of suspension, whether in-school or out-of-school, an alternative means of receiving all course work provided in the classes in the foundation curriculum that the student misses as a result of the suspension, including at least one option for receiving the course work that does not require the use of the Internet.

PE Non-Dress: Student did not dress down for PE.

Personal Transportation Device: Student misused bike, skateboard, scooter or other personal transportation device on school grounds.

Physical Altercation, Minor: Confrontation, tussle, or physical aggression that does not result in injury.

Profanity / Vulgarity: Gestures, symbols, verbal, or written actions which are disrespectful, indecent, offensive or obscene (i.e. using curse words, using the middle finger, etc). This is prohibited during school and at all school-sponsored activities or events.

Restitution: Reimbursement for actual loss or damage of school property.

Restorative Practice: Restorative Practices are based in the belief that positive relationships are central to our community. Restorative practices give us the opportunity to fix the situation first and then decide what consequences are meaningful and logical. The Restorative Process takes an incident that might otherwise result in punishment and exclusion and creates opportunities for students to:

- Become aware of the impact of their behavior.
- Understand the obligation to take responsibility for their own actions.
- Take steps towards making things right.
- In schools, Restorative Practices is a differentiated, relational approach to managing student behavior proactively and reactively. It is not a program but rather a process that consists of three steps: Connect, Correct and Consequence.

Robbery (Taking Things by force): The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.

Rough Housing: The act of unsafe, rough or aggressive play that puts an individual in an unsafe situation. This can be an individual, or individuals, not keeping hands/feet/body to oneself.

School Threat (Threat of Destruction of Harm): Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.

Sexual Offenses (Lewd Behavior, Indecent Exposure): Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force.

Skip Detention: If the student does not attend the entire detention period they are required to serve, the student will be considered “skipping” and progressive consequences will be applied.

Tardy: Students not in the classroom at the designated time will be informed by the classroom teacher that they are tardy. A student will be considered tardy if not physically in the classroom by the time the bell rings and preparing materials and self for class. If arriving after five minutes of the start of class, students will need a pass to enter the classroom.

Tardy Excessive: Continued tardiness after interventions have been in place. These interventions are verbal warnings and lunch detentions. Parents and families are notified of tardies and detentions via electronic communication home. Excessive tardies will lead to check-in/check-out systems and attendance plan meetings with the school counselor or designee.

Theft (Stealing personal or other property): The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. This includes Electronic Theft.

Threat / Intimidation (Causing Fear of Harm): Physical, verbal, written, or electronic action which immediately creates fear of harm, without displaying a weapon and without subjecting the victim to actual physical attack.

Tobacco (Possession or Use): Possession, use, distribution, or sale of tobacco products. This applies to look-alike tobacco and tobacco products and to those represented as being tobacco and tobacco products.

Trespassing: To enter or remain on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry.

Truancy: Student with unverified absences. The act of staying away from class or school without a good reason.

Vandalism (Damage to School or Personal Property): Willful destruction or defacement of school or personal property (including tagging or graffiti).

Weapons Possession (Firearms or other weapons): Being in possession (i.e. having, concealing, or using) a weapon on district property, including all facilities, grounds, vehicles or at a school or district sponsored event. This can include a handgun, knife with blade length \geq 2.5 inches, knife with blade length less than 2.5 inches, sharp objects, bombs, grenades, shotguns, rifles, substances used as a weapon, or unknown weapons.

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