



**Milton-Freewater**

Unified School District

**Student Handbook  
2022-2023**

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## **Introduction**

Milton-Freewater Unified School District # 7 prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race<sup>1</sup>, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act; and Title II of the Genetic Information Nondiscrimination Act. The following staff has been designated to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues: Margo Piver, Director of Human Resources 1020 S. Mill St., Milton-Freewater, OR 97862 541-938-3551.

The following staff has been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act: Margo Piver, Director of Human Resources and Special Education 1020 S. Mill St., Milton-Freewater, OR 97862 - 541-938-3551. Procedure for filing a complaint can be found on the district's website at [www.miltfree.k12.or.us](http://www.miltfree.k12.or.us). Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies.

The material covered within this student handbook is intended as a method of communication to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Board policies are available at each school office and the district office during business hours or the district website at [www.miltfree.k12.or.us](http://www.miltfree.k12.or.us). Our Board meets the second Monday of each month at 6:30 pm at Gib Olinger Elementary School. Meeting minutes and agendas are posted on our website at [www.miltfree.k12.or.us](http://www.miltfree.k12.or.us).

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

## [Aaron Duff, Superintendent](#)

### [Margo Piver](#)

Director of Human Resources  
& Special Education

### [Ami Muilenburg](#)

Director of Student  
Services

### [Amanda Noirot](#)

Director of  
Federal Programs

### [Mario UribeSaldana](#)

Principal  
McLoughlin High School

### [Tim Sprenger](#)

Principal  
Central Middle School

### [Sarah Ensunsa](#)

Principal  
Ferndale Elementary

### [Maia Fastabend](#)

Principal  
Gib Olinger Elementary

### [Jay Rodighiero](#)

Principal  
Freewater School

### [Amanda Noirot](#)

Director of Dual  
Language Program

## School Board

Position #1 (2023) - Claudia Limon, Vice Chair [claudia.limon@miltfree.k12.or.us](mailto:claudia.limon@miltfree.k12.or.us)

Position #2 (2025) - Tina Kain [tina.kain@miltfree.k12.or.us](mailto:tina.kain@miltfree.k12.or.us)

Position #3 (2025) - Duane Geyer, [duane.geyer@miltfree.k12.or.us](mailto:duane.geyer@miltfree.k12.or.us)

Position #4 (2025) - Don Miller, [donaledwardmiller@gmail.com](mailto:donaledwardmiller@gmail.com)

Position #5 (2023) - Kelly Kessler, [kelly.kessler@miltfree.k12.or.us](mailto:kelly.kessler@miltfree.k12.or.us)

Position #6 (2025) - Tim McElrath, [tim.mcelrath@miltfree.k12.or.us](mailto:tim.mcelrath@miltfree.k12.or.us)

Position #7 (2023) - Kathy Silva, Chairwoman [kathy.silva@miltfree.k12.or.us](mailto:kathy.silva@miltfree.k12.or.us)



**Milton-Freewater**  
Unified School District

## STRATEGIC PLAN

**MISSION:** Developing lifelong learners in a safe, positive environment to be contributing citizens in the community

### VISION:

Delivering Superior Education to ALL

**Diversity:** We embrace diversity and strive for equal, inclusive services among our schools and community



**Safety:** We provide a safe and caring environment in which to learn, grow, and work



**Communication:** We believe in timely and transparent communication with our entire community



**Innovative Education:** We value innovative education so students and staff can reach their highest potential



**Community Relationships:** We work together with our community, students and staff to create positive outcomes for all



### GOALS:

1. Provide social emotional support and guidance

2. Eliminate gaps in achievement

3. Cultivate positive relationships and collaborative working environments to foster a safe and positive community



## **ALTERNATIVE EDUCATION PROGRAMS**

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

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

## **ALTERNATIVE EDUCATION PROGRAMS-ESTABLISHMENT**

"Alternative education program" means a school or separate class group designed to best serve student's educational needs and interests and assist students in achieving the academic content standards of the district and the state. Examples of alternative education program options are not limited to, but include: evening classes, tutoring instruction, small group instruction, professional technical programs, work experience, community service, independent study, expanded options and/or others approved by the district. Parents may request additional in-district alternative education programs by submitting written requests to the superintendent.

### ***Non-District Alternative Education Program***

The district pays the alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district. The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law. If a parent receives an exemption on a semiannual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program. If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student/and or parent, there is no obligation to propose or fund a second program. Examples of non-district alternative programs include but are not limited to other school programs, community college, or other options approved by the district.

## **Establishment of Alternative Education Programs**

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent. "Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following: 1. Goals; 2. Criteria for enrollment; 3. Proposed budget; 4. Staffing; 5. Location; 6. Assurance of nondiscrimination. Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the district office for additional information on submitting proposals, the evaluation, and approval process.

## **Notification of Alternative Education Program**

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:

1. When two or more severe disciplinary problems occur within a three-year period. Severe disciplinary problems will be defined in the Student Code of Conduct;
2. When attendance is so erratic the student is not benefitting from the educational program. "Erratic attendance" means the student is frequently absent to the degree that the student is not benefiting from the education program as determined by the district;
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis. Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

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

*Coordinating Board Policy IGBHC - Alternative Education Notification*

## **ASBESTOS**

The district has complied with the Asbestos Hazard Emergency Responses Act (AHERA) by having the buildings inspected by accredited inspectors and by the development of a management plan for the control of this substance. The management plan is available for public inspection in the District Office. The Facilities Manager serves as the district asbestos program manager and may be reached for additional information.

## **ASSESSMENT PROGRAM**

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

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

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.



## **ATTENDANCE**

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

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

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

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child may be a Class A violation, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

## **ABSENCE AND EXCUSE**

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances: illness of the student, illness of an immediate family member when the student's presence at home is necessary, emergency situations that require the student's absence, field trips and school-approved activities, medical (dental) appointments. Confirmation of appointments may be required or other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence. ORS 339.065

Each school shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone, robo call, or another method. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible. Students may be excused on a limited basis from a pre-planned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal religious or ethnic considerations.

A student, who must leave school during the day, must bring a note or the office must receive a call from his/her parent(s). A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office may contact the parents to help determine if the student should be sent home. A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher may result in a grade of zero for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades. A student who has an unexcused absence from school for any reason will not be allowed to participate in school-related activities on that day or evening. This includes athletics, concerts, clubs, and school related extracurricular activities.

## **TRUANCY**

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

## **COMMUNICABLE DISEASES**

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided in Oregon Revised Statutes and rules of the county health department. Parents of a student with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by a written statement of physician, physician assistant, nurse practitioner, local health department nurse or school nurse that the disease is no longer communicable to others in the school settings.

The following restrictions may be removed by a school nurse: chicken pox, COVID-19, cholera, diphtheria, measles, meningitis, mumps, whooping cough, plague, rubella, scabies, staph infections, strep infections, tuberculosis and pandemic flu. Parents with questions should view our communicable disease plan posted on our website or contact the school office.

## **COMPLAINTS-STUDENT/PARENT-GENERAL**

Complaints are handled and resolved as close to their origin as possible. The Board advises the public, students and employees that the proper channeling of complaints involving instruction, discipline or learning materials is as follows: teacher, building principal, superintendent, school board.

Although no community member, student or employee will be denied the right to petition the Board for redress of a grievance, complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern superintendent or Board actions or Board operations.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear charges against employees in open session unless an employee requests an open session. While speakers may, during public meetings, offer objective criticism of school operations and programs, the Board will not hear personal complaints concerning district personnel nor against any person connected with the school system. To do so could expose the Board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The Board chairman will direct the patron to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

The following procedures will be used for all complaints:

1. A student, parent or employee with a complaint shall generally first present it orally and informally to his/her teacher or the appropriate school employee;
2. If the complaint is not resolved, the complainant may formally present the complaint in writing (including all supporting statements and evidence) within ten working days of the informal conference to the principal. The principal shall evaluate the evidence and render a decision within 15 days after receiving the appeal.
3. If the complainant deems it desirable to carry the complaint beyond the decision reached by the principal, he/she may, within five working days, file the complaint with the superintendent or his/her designee. The superintendent or his/her designee shall evaluate the evidence and render a decision within 15 working days after receiving the appeal.
4. If the complainant deems it desirable to carry the complaint beyond the decision reached by the superintendent or his/her designee, he/she may, within five working days, request a review by the Board

at its next regularly scheduled meeting. A final determination shall be made within 20 working days from the appeal to the Board.

5. Persons may, after exhausting local complaint procedures, appeal in writing to the Superintendent of Public Instruction.

## **COMPLAINTS - STUDENT-PARENT - SEXUAL HARASSMENT**

Sexual harassment of students means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Evidence of sexual harassment may include, but is not limited to, the following: submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in district programs or activities, submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creates an intimidating, offensive or hostile educational environment, such conduct has the purpose or effect of demanding sexual favors in exchange for benefits.

A student who is subject to, or knows of sexual harassment shall notify a trusted staff member, the building principal, the district's designated compliance officer, or the superintendent. The compliance officer may request that the student complete the Harassment Complaint Form or Sexual Conduct Complaint Form and turn over any evidence of the harassment or misconduct. Information received during the investigation shall be kept confidential to the extent possible.

The compliance officer has the authority to initiate a harassment investigation in the absence of a written complaint. Investigations into sexual harassment must be completed within fifteen (15) working days of the report of the sexual harassment unless there are extenuating circumstances necessitating a longer investigation. Please refer to Board Policies JBA/GBN and the accompanying procedures for a complete description of the District's harassment policy and complaint procedures

## **COMPLAINTS-DISCRIMINATION**

A student and/or parent with a complaint regarding possible discrimination of a student on any basis prescribed protected by law should contact any one of the compliance officers listed in the front of this handbook.

## **COMPLAINTS-INSTRUCTIONAL MATERIALS**

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent follow initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Request for Reconsideration of Instructional Materials" form may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All "Request for Reconsideration of Instructional Materials" forms must be signed by the complainant and filed with the superintendent.

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

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

## **COMPLAINTS-STUDENTS WITH DISABILITIES**

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to Margo Piver, Director of Special Education.

## **COMPLAINTS HOMELESS STUDENTS PLACEMENT/ENROLLMENT**

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

## **COMPUTER USE-STUDENT INTERNET USE**

Students may be permitted to use the district's electronic communications system for personal use, in addition to official district business consistent with Board policy, the general use prohibitions/ guidelines/etiquette and other applicable provisions set forth in administrative regulations.

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

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

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

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

Students who violate policy and administrative regulations governing the use of district computers may have system access suspended and/or revoked and may face discipline up to and including expulsion.

## **CONDUCT**

Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

### **STUDENT CODE OF CONDUCT**

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the education environment or the invasion of the rights of others. Students will be subject to discipline including detention, suspension, expulsion, denial, and/or loss of awards and privileges, and/or may be referred to law enforcement officials or Oregon Department of Human Services for the following, including but not limited to:

1. Assault; Violent behavior or threats of violence or harm, as prohibited by Board policy JFCM- Threats of Violence;
2. Hazing, harassment, intimidation, bullying/cyberbullying, menacing or teen dating violence as prohibited by Board policy JFCF -
3. Violence/Domestic Violence-Student, and accompanying administrative regulation;
4. Coercion;
5. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon, refer to Weapons in the schools Board policy JFCJ;
7. Vandalism, malicious mischief and theft, as stated in Board policy ECAB- Vandalism/Malicious Mischief and Board Policy JFC- Care of District Property by students. This includes willful damage or destruction to district property, or to private property on district premises or at district-sponsored activities;
8. Sexual harassment- Board policy JBA/GBN-Sexual Harassment and accompanying administrative regulation;
9. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol or drugs, or other controlled substances, including drug paraphernalia as prohibited by Board policies- JFCG/JFCH/JFCI Prohibited Use, Possession, Sale or Distribution of Tobacco Products and Inhalant Delivery Systems, JFCH-Alcohol and JFCI- Substance/Drug Abuse;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of district transportation rules; Violation of law, Board policy, administrative regulation, school or classroom rules.

In regard to harassment, intimidation, menacing, coercion, threats of violence or harm, weapons law violation and in accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for a assaulting or menacing district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school sponsored activity, function or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is 21. A meeting with the parent or guardian will be held prior to

submitting such a request to ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case- by-case basis. Additionally, in accordance with Oregon law, any person who intentionally processes a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, a fine and forfeiture of firearm and or other dangerous weapon or both any person 13 to 17 years of age convicted of intentionally possessing a firearm in public building is subject to denial of driving privileges for 90 days.

In regards to tobacco, alcohol or drugs, and in accordance with Oregon law, any person under age 21 possessing a tobacco product or an inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by 167.785. Any person who distributes, sells or allows to be sold, a tobacco product in any form, a tobacco-burning device or an inhalant delivery system, to a person under 21 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by 475.904.

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

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

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

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

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

## **CONDUCT-EXPULSION**

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below is limited to:

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

3. When the expulsion is required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

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

## **CONDUCT-SUSPENSION**

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons:

1. Willful violation of Board policies, administrative regulations or school rules;
2. Willful conduct which materially and substantially disrupts the rights of others to an education;
3. Willful conduct which endangers the student, other students or staff members; or
4. Willful conduct which damages or injures district property.

The district may require a student to attend school during non-school hours as an alternative to suspension. An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid- term and unit examinations without an academic penalty.

## **Conferences**

Regular conferences are scheduled annually in the fall and spring to review student progress. A teacher may request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary. The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, request that the teacher call the parent to arrange a mutually convenient time, or email the teacher.

## **DAMAGE TO DISTRICT PROPERTY**

A student who is found to have damaged property on district property will be held responsible for the reasonable cost of repair or replacing that property. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed. The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. See Fees, Fines and Charges.

## **DIRECTORY INFORMATION**

Directory information is personally identifiable information from the educational records of students. The following categories are designated as directory information and may be made public by district schools or officials, except as prohibited by the parent. Parents must complete the student release form at their school. Directory information may include; student's name; parents' names, photograph, date and place of birth, major field of study, participation in sports and activities, height and weight of athletic team members, dates of attendance, degrees or awards received, most recent previous educational agency or institution attended.

The district shall give annual public notice of the types of information considered to be directory information and the district's option to release such information. Such notice shall be given prior to releasing directory information. Directory information may be released to the media and for use in other local publications upon the direction of the principal. Directory information in the form of lists of students, addresses and phone numbers shall not be released to vendors or others desiring to solicit students for contributions or purchase.

The district may publish, annually, a directory of students' names, parents' names, addresses and telephone numbers for distribution to students and parents. Parents may notify the district in writing of their objection to being published in the directory. A parent or emancipated student may prohibit the release of all or any category of directory information. Such exclusions must be sought in writing to the school principal within 15 days of the annual public notice. No directory information shall be released without administrative authorization. No detrimental information will be released. Information will not be given over the telephone.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

The following prohibitions apply:

1. The district may not suspend for more than 10 days or expel a student with a disability for any behavior which is a manifestation of the disability;
2. The district may seek a court or hearings officer order to remove a student to an appropriate interim alternative educational setting if: (a) the student is substantially likely to injure self or others in the school; (b) the district has made a reasonable effort to minimize the risk of harm; and the district has developed an interim alternative educational placement that allows the student to participate in the general curriculum and continue to receive special education and related services, including services to address the misconduct;
3. If a student carries or possesses a weapon to or at school, on school premises or at a school function or knowingly possesses or uses illegal drugs or knowingly sells or solicits the sale of controlled substances, the district can remove the student to an appropriate interim alternative educational placement for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days.
  - a. As used in this policy "weapons" means a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length; illegal "drugs" are defined as an illegal drug or a controlled substance, but does not include such a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law;



- b. "Drug violation" means the use, possession, sale or solicitation of drugs at school or a school-sponsored function. "Weapon violation" means carrying a weapon to school or a school-sponsored function or acquiring a weapon at school.

## **DISTRIBUTION OF MATERIAL**

All aspects of K-8 school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completed under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a nonstudent without the approval of the administration.

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

All requests for distribution require approval of the superintendent.

## **DRESS AND GROOMING**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Each building will establish their dress code requirements. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

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

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

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

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

## **EMERGENCY- FIRE DRILLS, EARTHQUAKES, SAFETY THREATS AND OTHER EMERGENCY DRILLS**

Instruction on fire, earthquake, safety threat dangers and drills for students shall be conducted for at least 30 minutes each school month. At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

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

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

## **EMERGENCY SCHOOL CLOSURE INFORMATION**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include: closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. The District's automated calling system will notify parents by phone of any school closures as soon as a decision is made. The information is also posted on the district web site at [www.milfree.k12.or.us](http://www.milfree.k12.or.us) or you may dial 541-938-3551 and press 5 when prompted for up-to-date information. All area television and radio stations also broadcast school closure information.

## **FEES, FINES AND CHARGES**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies (pencils, paper, erasers and notebooks) and may be required to pay certain other fees or deposits, including: club dues, security deposits, materials for a class project the student will keep in excess of minimum course requirements and at the option of the student, personal physical education and athletic equipment and apparel, voluntary purchases of pictures, publications, class rings, graduation announcements, etc., instrument rental and uniform maintenance, student identification cards; fees for damaged library books and school-owned equipment; lock or locker deposits, fees for use of towels provided by the district for P.E. classes or athletics, field trips considered optional to the district's regular school program, admission fees for certain extracurricular activities, participation fees or "pay to play" for involvement in activities.

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

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debit is paid, and possible referral of the debit to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the principal or designee. Fees, fines and charges owed to the district may be waived at the discretion of the principal or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debit owned would cost more than the potential total debit collected relating to the notice;

4. There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt.

Such request must be received no later than 10 calendar days following the district's notice. All such restrictions and/or penalties shall end upon payment of the amount owed.

### **FUND RAISING**

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

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body serves as the student government representative in administration of student activity funds.

### **GRADE REDUCTION/CREDIT DENIAL**

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

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

### **GRADUATION DIPLOMA REQUIREMENTS**

The Board will establish graduation requirements for the awarding of a high school diploma, modified diploma, extended diploma and alternative certificate, which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if he/she is 18 years of age or older or emancipated.

Students will have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma or an alternative certificate at each high school. The district provides age appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded. A student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded may sign the consent.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate. The time frame will be, in 4 years after starting the ninth grade, or until the student

reaches the age of 21. The student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

Beginning in grade five when a student is taking an alternative assessment or after a documented history to qualify for a modified diploma, an extended diploma or an alternative certificate has been established, the district will annually provide to the parents or guardians of the student information about the availability and requirements of a modified diploma, an extended diploma and an alternative certificate.

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

A student who received an extended diploma or an alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school, as determined by the individualized education program (IEP) team.

A student who has received a modified diploma shall continue to have access to individually design instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student. (A student who received a modified diploma prior to July 1, 2018 shall continue to have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student).

The district will award students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

The district may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the graduation requirements using another approved assessment option. Students and their parents will be notified of graduation and diploma requirements through counselors' guidance.

## **HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING, TEEN DATING VIOLENCE, DOMESTIC VIOLENCE**

Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of Board policy JFCF Hazing, Harassment, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence. Students and any accompanying administrative regulation will be subject to discipline, up to and including expulsion.

The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion. Individuals may also be referred to law enforcement officials.

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

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

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

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

"Teen dating violence" means:

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

**"Domestic violence"** means abuse by one or more of the following acts between family and household members:

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

**"Cyberbullying"** is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal electronic devices or district property equipment to violate this policy.

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

**"Retaliation"** means hazing, harassment, intimidation, menacing or bullying violence and acts of cyberbullying towards a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing or bullying, teen dating violence and acts of cyberbullying or retaliation.

An administrator will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the administrator who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the administrator who has overall responsibility for all investigations. This report may be made anonymously.

A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7th through 12th.

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

**Step 1** Any hazing, harassment, intimidation or bullying menacing, acts of cyberbullying and incidents of teen dating violate information complaints, rumors, etc. shall be presented to the administrator. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

**Step 2** The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within 7 working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. A copy of the documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step 3** If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

**Step 4** If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 30 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

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

## **HOMELESS STUDENTS**

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

Transportation to the student's school of origin will be provided, in accordance with the McKinney-Vento Homeless Assistance Act. For information concerning the rights of students and parents of students in homeless situations, contact the district's liaison for homeless students.

## **IMMUNIZATION, VISION SCREENING AND DENTAL SCREENING**

### ***Immunization***

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

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

### ***Physical Examination***

Students in grades 7 through 12 must have an examination performed by a physician prior to practice and competition in athletics, and shall additionally have an examination once every two years and after either a significant illness or a major surgery prior to further participation. The examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season. Students shall not participate without a completed School Sports Pre-participation Examination form on file with the district. The physical must be completed on the OSAA Sport Physical Form.

### ***Vision Screenings***

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

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

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

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

## ***Dental Screenings***

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

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

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parents or guardian of the student; or
3. The dental screening is a burden, as defined by the State Board of Education, for the student or the parent or guardian of the student.

## **INFECTION CONTROL/AIDS/HIV AND AIDS**

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

## **LOCAL WELLNESS**

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

## **MEAL PROGRAM**

The district participates in the National School Lunch, School Breakfast, Special Milk, Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP) and commodity Programs and offers free meals.

## **MEDIA ACCESS TO STUDENTS**

The Board recognizes the important role the media serves in reporting information about the district's programs, services and activities. Therefore, the district will make every reasonable effort to provide media access to students.

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies and district goals.

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. Parents will be advised of this policy at the time of the student's registration and each fall in the student/parent handbook.



## **MEDICATIONS**

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

### ***District-Administered Medication***

Request and parental permission for designated school staff to administer medication to students may be approved by the district subject to the following:

A written request for designated personnel to administer prescription medication to a student shall include:

1. The written permission of the student's parent or guardian
2. The written instruction of the prescription medication to the student including:
  - a. Name of the student;
  - b. Name of the medication;
  - c. Method of administration;
  - d. Dosage;
  - e. Frequency of administration; and
  - f. Other special instructions, if any.

The prescription label prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner will be considered to meet this requirement if it contains the information listed in 1-6 above.

1. Written instructions with permission of the parent, which includes the above information is required for all requests to administer non-prescription medication;
2. Medication is to be submitted in its original container;
3. Medication is to be brought to and returned from the school office by the parent for grade K-8. Medication can be brought to and returned from the school office by students 9-12;
4. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
5. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions. A physician's statement or a new prescription is needed for any change in the administration of prescription medication;
6. In the event of a student refusing medication, the parent will be notified immediately.
7. \*No attempt will be made to administer medication to a student who refuses district administered medication;
8. Any error in administration of medication will be reported to the parent immediately\*\* and documentation made on the district's Accident/Incident Report form and placed in the student's medical file. \*\*Errors include but are not limited to administering medication to the wrong student, administering the wrong medication, dose, time, route, etc.;

### ***Injectable Medication***

Designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047- 0030). Upon parent written request, a backup prescribed auto-injectable epinephrine will be kept at a reasonable secured location in the student's classroom.

### ***Administering Premeasured Doses of Epinephrine to a Student or Other Individual***

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

### ***Self-Medication***

Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicated prescription and nonprescription upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
2. Permission from a building administrator, prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the students' response to the medication. All the medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication. Students may have in their possession only the amount of medication needed for that school day. Except for manufacturing packaging that contains multiple dosages, the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action. Contact the school office for additional information and forms.

### **PARENTAL RIGHTS**

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

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

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including

any non-emergency, invasive physical examination or screenings administered by the school and not otherwise remitted or required by state law should be directed to the office during regular school hours.

## **PARENTAL RIGHTS-STAFF QUALIFICATIONS**

Under ESSA (Every Student Succeeds Act) parents have the right at any time to inquire into the qualifications of their student's teachers and paraprofessionals, in terms of licensure, endorsement areas, and highly qualified status.

## **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

Student possession or use of personal electronic devices and social media on district property, in district facilities during the school day and while the student is in attendance at district- sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal and approved by the superintendent.

A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. Personal electronic devices shall be turned off during instructional or class time or at any other time where such use of the device would cause a disruption of school activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in district-sponsored activities, unless as expressly authorized in advance by the principal or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities and independent communications.

Students found in violation of the personal electronic device use will be subject to disciplinary action up to and including expulsion. The device may be confiscated and will be released to the student's parents. The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

## **PERSONALLY IDENTIFIABLE INFORMATION**

Personally, identifiable information includes, but is not limited to:

1. Student's name, if excluded from directory information, as requested by the Student/parent in writing;
2. Name of student's parents or other family members;
3. Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;
4. Personal identifier such as the student's social security number or student number or biometric record;
5. A list of personal characteristics that would make the student's identity easily traceable such as student's date of birth, place of birth and mother's maiden name;
6. Other information alone or in combination that would make the student's identity easily traceable;
  7. Other information requested by a person who the district reasonably believes knows the identity of the student to whom the educational record relates.

## **Prior consent to Release**

Personally identifiable information will not be released without prior signed and dated consent of the parent, student 18 years of age or older, or emancipated. Notice of and/or request for release of personally identifiable

information shall specify the records to be disclosed, the purpose of disclosure and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent or eligible student, the district will provide a copy of the disclosed record.

### **Exceptions to Prior Consent**

The district may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the district who have legitimate educational interests;
2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services;
3. To personnel of another school, another district, state regional program or institution of postsecondary education where the student seeks or intends to enroll;
4. To authorized representatives of the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state-supported education programs or the enforcement of or compliance with federal or state supported education programs or the enforcement of or compliance with federal or state regulations;
5. To personnel determining a financial aid request for the student;
6. To personnel conducting studies for or on behalf of the district;
7. To personnel in accrediting organizations fulfilling accrediting functions;
8. To comply with a judicial order or lawfully issued subpoena;
9. For health or safety emergency;
10. By request of a parent of a student who is not 18 years of age;
11. By request of a student who is 18 or older or emancipated;
12. Because information has been identified as "directory information";
13. To the courts when legal action is initiated;
14. To court and state and local juvenile justice agencies;
15. A judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
16. To a caseworker or other representative of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student including educational stability of children in foster care.

### **POSTERS**

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

### **PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity or credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

## **SEARCHES**

School officials may, subject to the requirements below, search the student's person and property, including the facility or property, including property assigned by the district for the student's use. School officials may seize any property deemed injurious or detrimental to the safety and welfare of students and personnel if district officials have reason to believe an illegal act or a violation of school rules and administrative regulations is being committed or is about to be committed. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All student searches conducted by the district shall be subjected to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" based upon specific and articulated facts to believe that the particular student poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. General search of school properties including, but not limited to, lockers or desks may occur at any time. District officials may seize any item which is evidence of a violation of law, board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule. Use of drug-detection dogs and metal detectors, or similar detection devices may be used only on the express authorization of the superintendent.

## **Law Enforcement Initiated Requests for Interview/Investigations of Students**

The building administrator will attempt to notify the student's parent(s) in advance and will be present for all such searches, whenever possible. If the parent(s) does not give consent to have his/her son/daughter interviewed and, in the opinion of the building administrator the interview request is justified, the following will occur:

1. The building administrator will inform the parent that he/she will need to come to the school within a reasonable time to discuss the request for an interview.
2. If the parent does not come to the school within the time allotted by the administrator, the interview will be allowed.
3. If the parent does come to the school, the decision to allow the interview will be left to the parent and the law enforcement officer.

If the parent(s) cannot be contacted, the building administrator may grant permission for the questioning to proceed if the student agrees to be interviewed or in the event of compelling emergency circumstances. If the building administrator has been unable to contact the parent(s) then the building administrator shall make a reasonable attempt to notify the parent(s) as soon as possible after the interview. For more information on searches and interrogations, see Board policy JFG and KN.

## **SPECIAL PROGRAMS**

### ***English Language Learners***

The school provides special programs for English Language Learners. A student or parent with questions about these programs should contact the building administrator. In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age- appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such programs into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs.

The district provides special programs for those with disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the Special Education Director.

1. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
2. Parental rights that include written guidance;
3. Detailing the right to have their student immediately removed from such program upon their request;
4. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
5. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

### ***Special Education***

The District provides special programs for those with disabilities which affect a student's success at school. A student or parent with questions about these should contact Margo Piver, Special Education program director, at the district office (541) 938-3551)

### **TITLE IA SERVICES FOR K-8TH SCHOOLS**

Our K-8th grade schools receive federal funds for programs that are part of the Elementary and Secondary Education Act (ESEA), as amended (2015). Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of the school's participation in and requirements of Title Students or parents with questions should contact a building administrator.

### **STUDENT RECORDS**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. "Education records" are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Full legal name of the student;
4. Student birth date and place of birth;
5. Name of parents/guardians;
6. Date of entry in school;
7. Name of school previously attended;
8. Courses of study and marks received;
9. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon state Assessment results;
10. Credits earned;
11. Attendance;
12. Date of withdrawal from school; and
13. Such additional information as the district may prescribe.

### **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to the particular student to the new educational agency when a request to transfer the education records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

### **Request for Education Records**

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

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

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 years of age or older), may inspect and review education records during regular district hours. Provision for Hearing to Challenge Content of Education Records Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make a request for a hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the eligible student or student's parent;
  - c. A disinterested, qualified third party appointed by the superintendent

4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

The principal or designated representative shall preside over the panel. He/she shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents. If, after such a hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United State Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, and Washington D.C. 20202.

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

## **STUDENT RESTRAINT AND SECLUSION**

The use of physical restraint and/or seclusion is only permitted as a part of a behavioral support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to the student or others. Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion-training program will implement physical restraint or seclusion with a student. In an emergency, a school administrator, teacher or other school employee as necessary may also use physical restraint and/or seclusion, when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student, being restrained or secluded, either in an emergency or as a part of a plan, shall be constantly monitored by staff. The monitoring will be for the duration of the intervention.

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

## **TALENTED AND GIFTED PROGRAM**

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

The district is committed to an educational program that recognizes, identifies and serves the unique needs of talented and gifted students. Students will be identified based on:

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

Identified students shall score at or above the 97% percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented



and gifted may be identified. A parent may appeal the identification process services and/or placement of his/her student in the district's TAG program as follows:

### ***Informal Process***

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

### ***Formal Process***

1. The parent shall submit a written request for reconsideration of the identification/placement to the program coordinator;
2. The program coordinator shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher;
3. The program coordinator, TAG coordinator/teacher and other appropriate administrators shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. The parent may be provided an opportunity to review school/district data and present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

### ***Programs and Services Complaints***

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the complaint form available through the school office. All complaints will be reported to Aaron Duff, Superintendent. Please see Page 9 of this handbook for specific instructions regarding filing a complaint.

## **TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEM**

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

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

"Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form

sold for the purpose of being vaporized or aerosolized, by a device, whether the component or substance is sold or not sold separately.

This does not include products that USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

## **TRANSFER OF STUDENTS**

Parents may request a transfer of their student to another school in the district, if applicable, in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; the transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

## **Parent Placement in Private School or Obtaining Private Services**

While parents are free to choose private schooling or additional services (such as tutoring) from a private individual or organization, the District has no obligation to pay for such services or schooling. If the parent wants the District to consider making a placement for the child in a private school or with private services, parents must give the District advance written notice and opportunity to propose other public school options prior to making the private placement or obtaining private services. This required parental notification also applies to children identified as disabled (under IDEA or Section 504).

## **TRANSPORTATION OF STUDENTS**

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

### ***Transportation Rules***

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

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

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

**First Citation** - The student is given a warning and parents are notified

**Second Citation** - The student is suspended from riding any school district bus for three days and parents are notified.

**Third Citation** - The student is suspended from riding any school district bus for five days and parents are notified.

**Fourth Citation** - The student is suspended from riding any school district bus for ten days and parents are notified.

**Severe Violations** - Any severe violations will result in the immediate suspension for a minimum of ten days and up to a one year expulsion from bus privileges. There will be a hearing at this time involving the student, parent, bus driver and principal.

In all instances, the appeal process may be used if the student and/or parent desires. Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

## **VEHICLES AND BICYCLES ON CAMPUS**

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Parking privileges, including driving on district property, may be revoked by the building principal or designee, for violations of Board policies, administrative regulations or school rules.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. The district assumes no liability for loss or damage to vehicles or bicycles.

## **VISITORS**

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of a photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

## **WELLNESS PROGRAM**

The School Board recognizes that childhood obesity has become an epidemic in Oregon as well as throughout the nation. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, a comprehensive district nutrition program has been implemented consistent with state and federal requirements. The program reflects the Board's commitment to providing adequate time for instruction to promote healthy eating through nutrition education, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.