

# **Pleasant Hill High School**



# **Student Handbook 2023-2024**

Updated June 2023

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Pleasant Hill School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination act of 2008.

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

Jim Crist, Superintendent  
[jcrist@pleasanthill.k12.or.us](mailto:jcrist@pleasanthill.k12.or.us)  
541-736-0701

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

Parent/Eligible Student (18 years of age or older)

Signature\_\_\_\_\_Date\_\_\_\_\_

## **STAFF DIRECTORY HIGH SCHOOL**

### **Administration**

Garth Gerot, Principal, [ggerot@pleasanthill.k12.or.us](mailto:ggerot@pleasanthill.k12.or.us)

Kyle McClain, Assistant HS Principal/Athletic Director, [kmcclain@pleasanthill.k12.or.us](mailto:kmcclain@pleasanthill.k12.or.us)

Whitney Connolly, Special Education Director, [wconnolly@pleasanthill.k12.or.us](mailto:wconnolly@pleasanthill.k12.or.us)

### **Counseling Services**

Clarrissa Anderson, HS Counselor, [canderson@pleasanthill.k12.or.us](mailto:canderson@pleasanthill.k12.or.us)

Kathy Duval, Career Coordinator, [kduval@pleasanthill.k12.or.us](mailto:kduval@pleasanthill.k12.or.us)

### **Support Staff**

Noell D'Agosta, Front Office Secretary, [ndagosta@pleasanthill.k12.or.us](mailto:ndagosta@pleasanthill.k12.or.us)

Michelle Michaelis, Registrar, [michaelis@pleasanthill.k12.or.us](mailto:michaelis@pleasanthill.k12.or.us)

Kelly Michlanski, Bookkeeper, [kmichlanski@pleasanthill.k12.or.us](mailto:kmichlanski@pleasanthill.k12.or.us)

Katie Jensen, School Nurse, [kjensen@pleasanthill.k12.or.us](mailto:kjensen@pleasanthill.k12.or.us)

Amy Brothers, Librarian/Media Coordinator, [abrothers@pleasanthill.k12.or.us](mailto:abrothers@pleasanthill.k12.or.us)

Isaac Gomez-Perez, Custodian, [igomez@pleasanthill.k12.or.us](mailto:igomez@pleasanthill.k12.or.us)

### **Special Education Services**

Sarah Apker, SPED Teacher, [sapker@pleasanthill.k12.or.us](mailto:sapker@pleasanthill.k12.or.us)

Fyona Dow, SPED Teacher, [fdow@pleasanthill.k12.or.us](mailto:fdow@pleasanthill.k12.or.us)

Amanda Moch, 9th Grade SPED Teacher, [amoch@pleasanthill.k12.or.us](mailto:amoch@pleasanthill.k12.or.us)

Heidi DuChateau, SPED Case Manager, [hduchateau@pleasanthill.k12.or.us](mailto:hduchateau@pleasanthill.k12.or.us)

Angel Cabrera, SPED EA, [acabrera@pleasanthill.k12.or.us](mailto:acabrera@pleasanthill.k12.or.us)

Jamie Mathis, SPED EA, [jmathis@pleasanthill.k12.or.us](mailto:jmathis@pleasanthill.k12.or.us)

Elizabeth Peasley, SPED EA, [epeasley@pleasanthill.k12.or.us](mailto:epeasley@pleasanthill.k12.or.us)

Chelsi Toles-Wallace, SPED EA, [ctoleswallace@pleasanthill.k12.or.us](mailto:ctoleswallace@pleasanthill.k12.or.us)

Emma Turner, SPED EA, [eturner@pleasanthill.k12.or.us](mailto:eturner@pleasanthill.k12.or.us)

Allison Wallace, SPED EA, [awallace@pleasanthill.k12.or.us](mailto:awallace@pleasanthill.k12.or.us)

Anna Hetrick, Speech and Language Assistant, [ahetrick@pleasanthill.k12.or.us](mailto:ahetrick@pleasanthill.k12.or.us)

### **Social Studies**

Jeremiah Heacock, Social Studies/PE Teacher, [jheacock@pleasanthill.k12.or.us](mailto:jheacock@pleasanthill.k12.or.us)

Joe Neill, Social Studies Teacher, [jneill@pleasanthill.k12.or.us](mailto:jneill@pleasanthill.k12.or.us)

Kevin Smead, Social Studies Teacher, [ksmead@pleasanthill.k12.or.us](mailto:ksmead@pleasanthill.k12.or.us)

### **English Language Arts**

Marietta Bonaventure, ELA Teacher, [mbonaventure@pleasanthill.k12.or.us](mailto:mbonaventure@pleasanthill.k12.or.us)

Jake Gardner, ELA Teacher, [jgardner@pleasanthill.k12.or.us](mailto:jgardner@pleasanthill.k12.or.us)

Jennifer Crim, ELA/Future Success, [jcrim@pleasanthill.k12.or.us](mailto:jcrim@pleasanthill.k12.or.us)

### **Science**

Phil Dube, Science/PE Teacher, [pdube@pleasanthill.k12.or.us](mailto:pdube@pleasanthill.k12.or.us)

Alyson Messersmith, Science Teacher, [amessersmith@pleasanthill.k12.or.us](mailto:amessersmith@pleasanthill.k12.or.us)

### **Mathematics**

Lexi Devish, Math Teacher, [ldevish@pleasanthill.k12.or.us](mailto:ldevish@pleasanthill.k12.or.us)

Jessica Flood, Calculus Teacher, [jflood@pleasanthill.k12.or.us](mailto:jflood@pleasanthill.k12.or.us)

Jay Gray, Math/Physics Teacher, [jgray@pleasanthill.k12.or.us](mailto:jgray@pleasanthill.k12.or.us)

### **Electives**

Brandi Watne, Spanish Teacher, [bwatne@pleasanthill.k12.or.us](mailto:bwatne@pleasanthill.k12.or.us)

Jessica Jampolsky, Art Teacher, [jjampolsky@pleasanthill.k12.or.us](mailto:jjampolsky@pleasanthill.k12.or.us)

Kyle Ludwig, Vocal Teacher/Choir Director, [kludwig@pleasanthill.k12.or.us](mailto:kludwig@pleasanthill.k12.or.us)

Zachary Tendick, Band Teacher/Band Director, [ztendick@pleasanthill.k12.or.us](mailto:ztendick@pleasanthill.k12.or.us)

Tim Meinzen, Publications Teacher/Yearbook Advisor, [tmeinzen@pleasanthill.k12.or.us](mailto:tmeinzen@pleasanthill.k12.or.us)

Meggan Raschio, PE/Health Teacher, [mraschio@pleasanthill.k12.or.us](mailto:mraschio@pleasanthill.k12.or.us)

Caleb Wilson, PE/Health Teacher, [cwilson@pleasanthill.k12.or.us](mailto:cwilson@pleasanthill.k12.or.us)

### **Career Technical Education**

Johnny Bowden, Metals Teacher, [jbowden@pleasanthill.k12.or.us](mailto:jbowden@pleasanthill.k12.or.us)

Steve Smith, Construction/Drafting Teacher, [ssmith@pleasanthill.k12.or.us](mailto:ssmith@pleasanthill.k12.or.us)

Angela White, Agriculture Teacher/FFA Advisor, [awhite@pleasanthill.k12.or.us](mailto:awhite@pleasanthill.k12.or.us)

Christy Vough, Health Occupations Teacher, [cvough@pleasanthill.k12.or.us](mailto:cvough@pleasanthill.k12.or.us)

Nicholas Heater, CTE EA, [nheater@pleasanthill.k12.or.us](mailto:nheater@pleasanthill.k12.or.us)

### **Food Services**

Lisa Jones, Food Service Coordinator, [ljones@pleasanthill.k12.or.us](mailto:ljones@pleasanthill.k12.or.us)

Phyllicia Price, Food Service Coordinator, [pprice@pleasanthill.k12.or.us](mailto:pprice@pleasanthill.k12.or.us)

Wanda Wilson, Food Service Coordinator, [wwilson@pleasanthill.k12.or.us](mailto:wwilson@pleasanthill.k12.or.us)



## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general building information, rules and procedures and is not intended to either enlarge or diminish any School 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 the District Office or online at <https://policy.osba.org/phil/>.

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

## **ACADEMICS**

### **Academic Integrity**

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

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

## **ADMISSION**

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

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

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

Alternative education services will be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

## **ALTERNATIVE EDUCATION PROGRAMS**

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.

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

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

Examples of alternative education program options are not limited to, but include:

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

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

### **Non-District Alternative Education Programs**

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

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.

### **Establishment**

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

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

Proposals for alternative education programs shall include the following:

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

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

### **Notification**

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 will be defined on a case-by-case basis.);
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student’s parent or emancipated student applies for exemption from attendance on a semi-annual basis.

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

Notification shall include:

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

### **ANIMAL DISSECTION**

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

### **ANIMALS IN THE SCHOOL**

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

Companion and comfort animals are not considered service animals.

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

### **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

### **ASSESSMENT PROGRAM**

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

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

### **ASSIGNMENT OF STUDENTS TO CLASSES**

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the principal or a counselor prior to [June 1] of the school year in question, or no later than six weeks prior to a semester break during a school year. Requests to change a student's assigned class at

other times must be directed to the principal. Final decisions are the responsibility of the principal or designee.

### **ASSIGNMENT OF STUDENTS TO SCHOOLS**

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

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

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

### **ATTENDANCE**

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. 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.

Any person 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, as provided by ORS 339.095.

The district will notify the parent in writing that, in accordance with law, the superintendent will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district;
4. The parent has the right to request:
  - a. An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or

- b. A review of the student's current Individualized Education Program (IEP);
- c. A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 4 above, if requested by the parent, has been completed.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577(1)(c), 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 is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

### **Absences and Excuses**

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

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

Each school shall notify a 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 or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal or religious considerations.

A student who leaves school during the day must bring a note from their parent. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The school nurse will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is 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 will result in a grade of zero for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades.

### **Exemption from Compulsory Attendance**

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

### **Truancy**

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

## **Driving Privileges**

### **Suspension of Driving Privileges**

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066.

### **Closed Campus/Open Campus**

Campuses are closed from the time of arrival until classes are dismissed at the end of the school day. No student is to leave at any time, for any reason, with the following exceptions:

1. A specific reason approved jointly by parent and school administration;
2. Students who have parent- and school approved work-release privilege;
3. 11th and 12th grade students, with parental permission, may sign a contract with specific conditions that allows them to leave campus exclusively during their lunch period. Students who leave school grounds without authorized permission are considered truant.

A student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive days of unexcused absence; or
2. Fifteen school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

### **AWARDS AND HONORS**

Pleasant Hill High School will honor students for their accomplishments regularly throughout the academic year.

### **CLASS RANKING**

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the principal or designee. Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian may be denied or revoked for violation of Board policy, administrative regulation or school rule.

### **CLUBS AND ORGANIZATIONS**

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

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

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (\*\*) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated.



These diseases include chicken pox\*, cholera, diphtheria, measles, meningitis, mumps\*, lice infestations\*\*, whooping cough, plague, rubella, scabies\*, staph infections\*, strep infections\*, tuberculosis and pandemic flu. Parents with questions should contact the school office.

### **COMPUTER USE**

Internet access is available to all students who agree to follow these guidelines. Parents/Guardians have the right to decline District Internet access for their student and are required to communicate their wishes by completing the opt-out form below.

The District offers all students use of the District Computer Network, including Internet access. The Internet will enable students to explore thousands of libraries, databases, and educational resources throughout the world. Families should be warned that material found on the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make the Internet available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources. To that end, the Pleasant Hill School District supports and respects each family's right to decide whether or not to allow Internet access.

#### **District Internet Guidelines**

1. Students are responsible for good behavior and communications on school computer networks. Communications on the network are public in nature. Therefore, general school and District rules for behavior and communications apply.
2. The network is provided to students for research purposes as long as the student agrees to act in a responsible manner.
3. Access to the computers is a privilege, not a right, and entails responsibility.
4. It is presumed that students will comply with District standards and Network Code of Conduct, and understand that disciplinary procedures will result if they fail to do so.
5. While complying with the Children's Internet Protection Act (CIPA - internet filtering) and making every attempt to supervise students while accessing Internet resources, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
6. Network storage areas may be treated like school lockers. Therefore, network administrators may review user files and communications to maintain system integrity and insure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Pleasant Hill School District computers.
7. All use of the system must be in support of education and research and consistent with the mission of the District.

#### **Prohibited Activities While on District Network or Devices**

1. Access, send, or display offensive messages or pictures
2. Use obscene or defamatory language
3. Harass, insult, defame or attack others
4. Playing online games without permission
5. Damage computers, alter computer systems or computer networks
6. Download/install programs, files, etc. without permission

7. Access chat rooms, instant messaging services, games, etc.
8. Violate copyright laws
9. Use another's network account/password
10. Give out his/her name, address, or phone number
11. Trespass in another's account, folder, work, or files
12. Intentionally waste limited resources
13. Employ the network for commercial purposes
14. Accessing personal email accounts is only allowed for uses outlined in the classroom curriculum

### **Computer Use Discipline**

When a violation occurs, students will review the technology guidelines with a teacher and parent contact will be made. A violation may result in loss of access to the Internet, loss of computer usage while at school for up to one week. Alternative resources for assignments will be provided until the student has earned the technology privileges back. Depending on the violation and/or subsequent violations, the student behavior may result in a 30 day revocation of technology privileges as well as other disciplinary or legal action.

### **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 educational 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 referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing or teen dating violence, as prohibited by Board policy JFCF –  
Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence - Student, and accompanying administrative regulation;  
Coercion;
3. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;

4. Disorderly conduct, false threats and other activity causing disruption of the school environment;
5. Bringing, possessing, concealing or using a weapon as prohibited by Board policy JFCJ - Weapons in the Schools;
6. Vandalism, malicious mischief and theft, as prohibited by Board policies ECAB – Vandalism, Malicious Mischief or Theft and JFCB - Care of District Property by Students including willful damage or injury to district property; or to private property on district premises or at district-sponsored activities;
7. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
8. Use of tobacco\*\*, alcohol\*\* or drugs\*\*, including drug paraphernalia as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems. JFCG/KGC/GBK – Prohibited Use, Possession, Sale or Distribution of Tobacco Products and Inhalant Delivery Systems, JFCH - Alcohol and JFCI - Substance/Drug Abuse;
9. Use or display of profane or obscene language;
10. Disruption of the school environment;
11. Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

\*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 for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a 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 age 21. A meeting with the parent or guardian will be held prior to submitting such request to ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

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

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

“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.

### **Students Rights and Responsibilities**

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure their rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;

5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records; 7
7. The right to know the behavior standards expected the responsibility to know the consequences of misbehavior.

### **CONFERENCES**

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

Students and parents may also expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

### **COUNSELING**

#### **Academic Counseling**

Students are encouraged to talk with a district counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 6-12 and their parents shall be notified annually about the recommended courses for students. Students who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

#### **Personal Counseling**

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

### **CREDIT BY EXAMINATION**

A student who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination designed to measure proficiency or mastery of identified standards (knowledge and skills). A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

### **CREDIT FOR PROFICIENCY**

In addition to credit by completing classroom or equivalent work in a course, a student may receive credit toward a diploma or a modified diploma by one or more of the following options, if the student demonstrates defined levels of proficiency or mastery of recognized standards through:

1. Classroom or equivalent work that meets Common Curriculum Goals and academic content standard required by OAR 581-022-1210;
2. Classroom or equivalent work;
3. Passing an appropriate exam;
4. Providing a collection of work or other assessment evidence; and/or
5. Providing documentation of prior learning experiences.

### **DAMAGE TO DISTRICT PROPERTY**

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

### **DANCES/SOCIAL EVENTS**

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

### **DISCIPLINE/DUE PROCESS**

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

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

### **Detention**

A student may be detained outside of school hours for not more than two hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

#### *Discipline of Students with Disabilities*

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a student without disabilities, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

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

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

### **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 conduct 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.

### **Suspension**

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

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

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

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

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

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

### **DISTRIBUTION OF MATERIAL**

All aspects of K-12 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. 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 may be subject to administrative review, restricted or prohibited, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

All materials requested for distribution require approval of the administration.

The district may designate the time, place and manner for distribution.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved.

A non-approval may be appealed to the superintendent. If the material is not approved by the superintendent within three days is considered non-approved. This non-approval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint.

### **DRESS AND GROOMING**

Responsibility for dress and grooming rests primarily with students and their parents. However, the district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards 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. Student 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 aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

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

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

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

Instruction on fire, earthquake, safety threat 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 is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

#### **EMERGENCY MEDICAL TREATMENT**

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

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

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

### **EMERGENCY SCHOOL CLOSING INFORMATION**

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.

### **EXPANDED OPTIONS PROGRAM**

Upon providing evidence of successful completion of a post-secondary course through the Expanded Options Program, the district will grant credit to the student. By February 15th, the high school will send a notice about the program explaining eligibility requirements. A student may apply to and be accepted by a post-secondary institution. If accepted and if a student wishes to take an eligible course through this program, a student must notify the district no later than May 15th of that year. The selected student will meet with an advisory team to establish goals and develop an educational learning plan.

### **EXTRACURRICULAR ACTIVITIES**

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer.

Interested students should contact the office for additional 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 their own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

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

14. Participation fees or “pay to play” for involvement in activities.

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

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of amount owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

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

A written notice will be provided to the student and their parent(s) of the district’s intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The district may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the district’s notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student’s debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district’s notice.

**FIELD TRIPS**

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

**FLAG SALUTE**

Students shall receive instruction in respect for the national flag and will be provided an opportunity to salute the United States flag at least once a week by reciting *The Pledge of Allegiance*.

Individual students who do not participate in the salute must maintain a respectful silence during the salute.

**FOREIGN EXCHANGE STUDENTS**

The school may enroll a maximum of 5 students from other nations from those exchange programs officially recognized by the Board.

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by September 1, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by January 1<sup>st</sup>.

Foreign exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

Foreign exchange students may be awarded an honorary high school diploma upon satisfactory completion of the school's prescribed course of study.

### **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 and activities director are responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

### **GANGS**

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

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

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

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

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

**GRADE CLASSIFICATION**

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.

<b><u>Units of Credit Earned</u></b>	<b><u>Grade Placement</u></b>
6	10 (sophomore)
12	11 (junior)
18	12 (senior)

**GRADUATION EXERCISES**

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district’s diploma or certificate requirements may, at the discretion of the principal be permitted to take part in the district’s graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee.

Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal or designee.

**GRADUATION REQUIREMENTS**

The Board establishes graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma and an 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 they are 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 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 listed under the modified or extended diploma requirements.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified or extended diploma is awarded, or 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 shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in either 4 years after starting the ninth grade, or until the student reached the age of 21, if 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. 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.

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 a modified diploma, an extended diploma, or an alternative certificate shall 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 and when added together provide a total number of hours of instruction and 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.

The district will award to 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 Essential Skills graduation requirement using another approved assessment option.

Students and their parents will be notified of graduation and diploma requirements through [the high school curriculum guide].

### **ESSENTIAL SKILLS**

The district [will] [will not] allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of applying mathematics in a variety of settings in the student's language of origin for those ELL students who by the end high school:

1. Are on track to meet all other graduation requirements; and
2. Are unable to demonstrate proficiency in the Essential Skills in English.

The district [will] [will not] allow ELL students to demonstrate proficiency in Essential Skills other than applying mathematics, in a variety of settings, in the student's language of origin for those ELL students who by the end high school:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Have demonstrated sufficient English language skills using the English Language Proficiency Assessment for the 21<sup>st</sup> Century (ELPA21).

The district will develop procedures to provide assessment options as described in the *Essential Skills and Local Performance Assessment Manual*, in the ELL student's language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

### **HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/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 is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation or bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.



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

Individuals may also be referred to law enforcement officials.

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

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, 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/or household members:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;

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

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully.

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

“Retaliation” means any acts of, including but not limited to, [hazing,] harassment, intimidation or bullying[, menacing,] teen dating violence and acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting of or participation in the investigation of, [hazing, ]harassment, intimidation or bullying[, menacing,] teen dating violence, and acts of cyberbullying, or retaliation.

The employee position title<sup>1</sup> will take reports and conduct a prompt investigation of any reported acts of hazing harassment, intimidation or bullying, [menacing,] cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of this policy shall immediately report their concerns to the [employee position title] who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels they have been subjected to an act of [hazing,] harassment, intimidation or bullying, [menacing,] or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy, is encouraged to immediately report concerns to the employee position title who has overall responsibility for all investigations. A report made by a student or volunteer 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 7 through 12.

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

Step 1 Any reports or information on acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to [employee position title]. Reports against the principal shall be filed with the superintendent. Reports 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 employee receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The employee will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The employee conducting the investigation shall notify the person making the report within 10 working days of receipt of the information or report, and parents as appropriate, in writing when the

investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

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

Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within [10] working days.

Step 4 If the person making the report 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 [20] working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within [10] working days following completion of the hearing.

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

Documentation related to the incident may be maintained as a part of the student's education records. [Additionally, a copy of all reported acts of [hazing,] harassment, intimidation or bullying, [menacing] or cyberbullying, or incidents of teen dating violence 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 additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Devery Stoneberg, the district's liaison for homeless students.

## **HOMEWORK**

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

## **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 medical or religious reasons, the student should not be 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 they have 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.

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

Although HIV, AIDS and HBV\* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where nonintact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

### **HIV, HBV, AIDS – Students**

A student infected with HIV<sup>1</sup>, HBV or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV or AIDS condition diagnosis to the district.

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

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

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

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

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of

instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

### **INSURANCE**

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

Before school-sponsored athletics, students and parents must have:

1. Purchased the student accident insurance;
2. Shown proof of insurance; or
3. Signed a form rejecting the insurance offer.

### **LOCAL WELLNESS**

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

### **LOCKERS**

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

### **LOST AND FOUND**

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

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

### **MEAL PROGRAMS**

The district participates in the National School Lunch, School Breakfast, Special Milk and Commodity Programs and offers free meals based on a student's financial need.

Additional information can be obtained in the office.

### **MEDIA ACCESS TO STUDENTS**

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

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

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

### **MEDICINE AT SCHOOL (Prescription/Nonprescription)**

Students may be permitted to take prescription or nonprescription 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.

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

Requests for the district to administer medication shall be made by the parent in writing and shall include permission from the parent.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration and any other special instructions. A prescription label prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner meets the requirements for written instructions from the physician, if the information above is included.

Written instructions, with permission of the parent, which include the information above are required for all requests to administer non-prescription medication.

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

In situations when a licensed health care professional is not immediately available, 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).

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

### **Pre-Measured Doses of Epinephrine**

A pre-measured dose of epinephrine may be administered by trained, designated district staff 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 are permitted to self-medicate prescription and nonprescription medication upon written request and permission of the parent and principal permission, subject to age appropriate guidelines. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. An instruction for a student to self-medicate with a prescription or nonprescription medication during school hours will include an assurance the student has been instructed in the correct and responsible use of the medication from the prescribing physician.

Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All 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 manufacturer's packaging that contains multiple dosage, 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.

### **ONLINE LEARNING**

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

Students may also apply to take an online, eligible post-secondary course through the district's Expanded Options Program. If a student wishes to receive credit toward graduation, the student and the online course offered through the post-secondary institution must meet statutory and district criteria. See Expanded Options Program.

### **PARENTAL INVOLVEMENT**

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district newsletter published quarterly, "Back to School" nights in the fall and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the principal;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

### **PARENTAL RIGHTS**

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

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

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

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

Students may possess personal electronic devices, in district facilities during the school day only as authorized by the administration. A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.



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

Students permitted to possess a personal electronic device are prohibited from having the device on active mode during class time. Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related 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 sponsored activities, unless expressly authorized in advance by the district administrator.

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

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

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd 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, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

### **PHYSICAL EXAMINATIONS (Athletics)**

Students in grades 7 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation.

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

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

Students shall not participate without a completed school sports preparticipation examination form on file with the district.

### **POSTERS**

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

### **PROGRAM EXEMPTIONS**

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

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

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

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

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

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

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

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

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

### **RELEASE OF STUDENTS FROM SCHOOL**

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

### **REPORTS TO STUDENT AND PARENTS**

Written reports of student grades/progress reports shall be issued to parents at least annually informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. Letter grades will be used. Grades/Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

At the end of the first nine weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

## **STUDENT SEARCHES**

### **Searches**

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

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

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

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

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or school rule may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

### **Questioning of Students**

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

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

### **SENIOR TRIPS**

The district does not authorize or endorse senior trips taken for any purpose other than a special part of the Board-approved district curriculum. The district recognizes senior trips as an extension of the school experience. District-sponsored senior trips may be authorized. In-state senior trips require approval by the building principal. Requests for out-of-state or foreign travel shall be submitted to the superintendent.

Private groups and organizations may be permitted to use district facilities and equipment during nonschool/non-instructional time to promote senior trips on the same basis as facilities and equipment are provided to others.

### **SPECIAL PROGRAMS**

#### **Bilingual Students/English Language Learners**

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

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English 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 program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
  - a. Detailing the right to have their student immediately removed from such program upon their request;
  - b. 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;
  - c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

## **Students with Disabilities**

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

## **STUDENT/PARENT COMPLAINTS**

### **Discrimination Complaints**

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

### *Education Standards Complaints*

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, the complainant will be provided, upon request, a copy of all applicable district complaint procedures.

After exhausting local procedures or if the district has not resolved the complaint with 90 days of the initial filing of a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

### **Instructional Materials Complaints**

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

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.

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

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

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

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance 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 for students in homeless situations.

### **Public Complaints**

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested with 20 working days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 20 working days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, the complainant may appeal to the Board in care of the superintendent with 20 working days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. The complainant may appeal the decision to the Board within 30 days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. The complainant shall be informed of the Board's decision within 30 days from the hearing of the appeal by the Board. The Board's decision is final.

Complaints against the principal may be file with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Standards), Oregon Revised Statute (ORS) 339.285 to 339.303 or OAR 581-021-0550 to 581-0210570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, who is a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal rights with the Deputy Superintendent of Public Instruction as outlined in Oregon Administrative Rule (OAR) 581002-0040[ (See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)].

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

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

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

*“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that*

would be considered abuse of a child as outlined by Oregon law and district Board policy JHFE and JHFEAR – Reporting of Suspected Abuse of a Child.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the principal will follow upon receipt of a report. In the event the designated person is the suspected perpetrator, the superintendent shall receive the report. When the principal takes action on the report, the person who initiated the report must be notified.

The district will provide annual training to district employees, parents and student regarding the prevention and identification of sexual conduct.

### **Students with Disabilities Complaints**

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

Sexual harassment of or by staff members, students, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official bus stop, Board members, volunteers, parents, visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district.

"District" includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the jurisdiction of the district or where the employee is engaged in district business.

Sexual harassment of students shall include, but not be limited to, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

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

Principals, the compliance officer and the superintendent have responsibility for complaints and investigations concerning sexual harassment. All complaints and other reported incidents shall be

investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any sexual harassment information (i.e., complaints, rumors) shall be presented to the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. Their rights;
2. Information about the internal complaint processes available through the school or district that the complainant may pursue;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the complainants and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district; and
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and
3. Include that this information is made available to students, students' parents, staff members and members of the public on the school or district website.

Step 2 The district official receiving the information or complaint shall promptly initiate an investigation. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant 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 within [10] working days.

Step 4 If a complainant is not satisfied with the decision at Step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the Step 3 decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, and Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

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

### **STUDENT EDUCATION RECORDS**

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

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

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

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

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;

8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

The district may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent complies with the request. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker. *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 years of age, 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 years of age 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. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the eligible student or student's parent(s); and
  - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing

the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

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

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

### **Requests for Education Records**

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

### **Social Security Number**

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

### **Student Restraint and Seclusion**

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

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

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

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

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

### **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

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

Student report cards, records of diplomas may be withheld for nonpayment of fines or fees. See Fees, Fines and Charges. Records requested by another school district to determine the student's progress may not be withheld.

### **SUPERVISION OF STUDENTS**

Adult supervision is provided to students during regular school hours 7 am - 4 pm, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

### **TALENTED AND GIFTED PROGRAM**

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

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

Students will be identified based on:

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

Identified students shall score at or above the 97th percentile on one of these tests. 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.

#### **Appeals**

A parent may appeal the identification process and/or placement of their 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 supervisor;
2. The program supervisor 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 supervisor, 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 parent 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 is still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

### **Programs and Services**

The district's TAG program and service options will be developed and based on the individual needs of the student.

### **Programs and Services Complaints**

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

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

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

### **THREATS**

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

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

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

Student possession, use, sale, distribution including smoking of any tobacco product or inhalant delivery system 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 USFDA approved tobacco products or other therapy products used for the purpose of cessation.

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

### **TRANSCRIPT EVALUATION**

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

### **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 action.

#### **Transportation Rules**

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

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

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

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

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation of the Year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
5. 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 individualized 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 students with disabilities.

### **VEHICLES/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 they hold 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.

In applying for a parking permit student will be notified that parking on district property is a privilege and not a right. 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 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.



**STUDENT & PARENT/GUARDIAN SIGNATURE PAGE: High School**

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation.

I understand that should my student violate the Student Code of Conduct, they shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

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

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_