

Jefferson Elementary School

Student-Parent Handbook 2024-2025



Be Safe
Be Respectful
Be Responsible

Updated 10/01/2024

Our Vision and Mission

“At Jefferson Elementary School, we believe that all children can learn.”

To ensure that children reach their potential we will...

- maintain high expectations and promote academic excellence for all students.
- create and support a school environment in which all children and adults are welcomed, respected, trusted, safe and an important part of the school.
- create a collaborative environment where we can learn together and support each other.
- foster a positive school climate of a caring community which respects and values diversity.

Jefferson School District 14J

1328 N. 2nd St.

Jefferson, Oregon 97352

Phone: (541) 327-3337 option 3

Fax: (541) 327-2960

Superintendent

Dawn Moorefield

Board of Education

Teresa Mitchell • Tracy Roe • Fred Sondermayer

Terry Kamlade • Carole Vickery

Chloe Roth-JHS Student Representative

Student Services

Director

Katrina Womack

Jefferson School District

1328 N 2nd Street

Jefferson, Oregon 97352

541-327-3337 ext. 1045

Administrators

Kymberlee Rhodes – Jefferson Elementary School

615 N. 2nd St.

Jefferson, Oregon 97352

Phone: (541) 327-3337 option 4

Fax: (541) 327-1216

Scott Janzi – Jefferson Middle School

1344 N. 2nd St.

Jefferson, Oregon 97352

Phone: (541) 327-3337 option 5

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Laura Pierce-Cummings – Jefferson High School

2200 Talbot Rd. SE

Jefferson, Oregon 97352

Phone: (541) 327-3337 option 6

Fax: (541) 327-1867

Jefferson Elementary School

Office Hours: 7:30 AM - 4:00 PM
Alicia Gigstad – Office Manager, ext. 1651
Alicia Amos – Office Specialist, ext. 1652

School Hours: Grades K-5
8:00AM - 2:50PM
Students will be considered tardy at 8:01AM
Every Wednesday 8:00 AM - 1:20 PM

Note: Please **do not** send your student to school any earlier than **7:45 AM**
Children who arrive before 8:00 AM will go to breakfast or morning recess.

Lunch Prices: **2023-2024 School Year**
Full Breakfast – No charge for all students
Full Lunch - No charge for all students
Only Milk \$.75

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

Jefferson School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII and Title IX and other civil rights or discrimination issues, Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

STUDENT RIGHTS AND RESPONSIBILITIES

Jefferson Elementary School has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students. Among these student rights and responsibilities are the following:

Student Rights

1. Civil rights, including the right to equal educational opportunity and freedom from discrimination.
2. The right to free inquiry and expression.
3. The right to privacy, which includes privacy in respect to the student's school records.

Student Responsibilities

1. The responsibility not to discriminate against others.
2. The responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The responsibility to observe reasonable rules regarding these rights.
4. The responsibility to respect the rights of all others.

The elementary school administration believes that, as part of the educational process, students should be made aware of their legal rights and of the legal authority of the administration to make and delegate authority to its staff to make rules regarding the orderly operation of the school.

Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, is available to students and their parents in this handbook, which is made available annually.

Dear Parents,

Welcome to Jefferson Elementary School. We are excited that you and your child are a part of the Jefferson Learning Community. All of us at JES hold ourselves to the highest professional standards. We are dedicated to promoting the academic success and the social, emotional and physical well-being of every child that we teach. We strive to treat all students fairly and compassionately. We are committed to making this the best school experience possible for your child, and we encourage your participation and partnership. We honor you as your child's first and most important teacher.

There are many ways in which parents can help at school. Parents can help children with their work, listen to them read, help prepare teaching materials, assist the classroom teacher in various ways, and share their own special knowledge and skills with the students.

If parents are unable to help at school, there are ways they can help at home. Ask questions about what is happening at school and ask the students to show what they are learning. Read to them, listen to them read, and talk about books with them. They need to see other family members read, and reading material needs to be available in the home, so they can see that reading is a natural, meaningful activity. A regular time and place should be established for children to work on projects including their homework. Praise and encourage children often. They need to hear this over and over again.

We are very proud to say that we have a very active PTO, Parent Teacher Organization. This group of parents and teachers has done so much to support our students, families and staff in many ways. We at JES are very thankful to have such involved parents. Please check the school calendar included in this handbook for meeting times and location.

We are looking forward to getting to know and working with your son and/or daughter. Please feel free to call or stop by the office any time with questions, concerns, or just simply to say hi.

Go Cubs

2024-2025 Jefferson Elementary School Staff

Amos	Alicia	Bilingual Secretary
Botello	Carmen	IA SpEd
Cairns	Lori	IA
Darby	Abigail	Teacher - SpEd
Engberg	Lorie	Reading Specialist
Fendall	Shayne	Teacher Grade 3
Ficker	Wendy	Teacher Grade 2
Fields	Kaylee	IA SpEd
Frost	Andrea	IA SpEd
Garcia	Adamari	IA SpEd
Garcia	Andrea	IA SpEd
Gigstad	Alicia	Office Manager
Hasbrouck	Jennifer	School Counselor
Hatfield	Rebecca	Teacher Grade 3
Hormann	Kayla	Teacher Grade 1
House	Carrie	Teacher Kindergarten
Lake	David	Teacher Grade 4/5
Lake	Kevin	Teacher Music
Lampman	Baylee	Teacher Grade 1
Love	Michael	Custodian
McCaffrey	Jamie	PE Teacher
Mellison	Melissa	Teacher Grade 4/5
Merriman	Angie	Teacher Kindergarten
Mitchell	Adrian	Nutrition Services Assistant
Motley	Julie	IA SpEd
Mozeleski	Chris	Custodian
Neys	Emily	Teacher Grade 2
Rhodes	Kymerlee	Principal
Robey	Charlene	IA SpEd
Rogers	Wesley	School Nurse
Roe	Jacque	Nutrition Services Lead
Rushing	Brenda	Teacher Grade 4/5
Saad	Myya	IA
Short	Sharon	Nutritional Services Director
Strahan	Nancy	Teacher 4/5
Ward	Renee	Teacher LRC

PROGRAMS AND PROCEDURES

ATTENDANCE POLICIES AND PROCEDURES

Jefferson School District employs an Attendance Officer who works with staff to monitor and report violations of the state compulsory attendance law (ORS 339.010). Students are expected to be on time and attend classes each scheduled school day for the full day unless illness or other circumstances recognized under the law as valid exceptions occur. Daily attendance is recorded and entered in each student's permanent record.

Any parent who fails to send a student to school within 3 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 the law and is punishable by a court imposed fine (ORS 339.925).

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

1. The superintendent or 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 (amount stated).
4. A conference with the parent and student is required.

Additionally, under ORS 163.577 (1) (c), a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. If determined by the courts, failing to supervise a child is a Class A violation.

- BE SURE YOUR CHILD IS IN SCHOOL JUST AS MUCH AS THEY CAN BE.
- IF THEY MUST BE GONE, CALL OR SEND A NOTE AS QUICKLY AS POSSIBLE, BUT NO LATER THAN TWO DAYS AFTER THE ABSENCE.
- IF YOU ARE PLANNING AN EXTENDED ABSENCE, CALL THE OFFICE OR SEND A NOTE FOR PRINCIPAL APPROVAL.

Dear Parents or Guardians,

It is the intent of the Jefferson School District to provide the best possible educational opportunity for all students. To reap the benefits of such an opportunity, students and parents must take an active role in the learning process, beginning with regular and punctual attendance. Oregon law (ORS 339.010 and ORS 339.020) identifies the parent/guardian with the responsibility of having his/her child attend school on a regular basis. The District's hope is that with your understanding of our attendance rules, regulations, and individual building policies, you will be an integral part of your child's success in school. To bring consistency and clarity to District attendance policies, we would like to provide the following information.

Excused Absence/Tardy

Jefferson School District **only** recognizes the following reasons as valid excuses for an absence:

- Illness, medical or dental appointments
- Serious illness or death in immediate family
- Emergency medical or dental needs
- Absences approved in advance by the school principal

Consequences for unexcused absences and tardies are designated in ORS 339.065 (Compulsory School Attendance).

When calling in or sending a note regarding your student's absence, you must indicate the reason for the absence. If no explanation is given, the absence will remain unexcused.

***Students need to remain home until their fever has subsided (less than 99 degrees) for 24 hours without the use of medication. For diarrhea and/or vomiting, students must be symptom free for 48 hours, as well as any other Covid symptoms, students need to be symptom free for 24 hours without the use of medication.**

ACCIDENT AND DENTAL INSURANCE

Insurance is optional. Information explaining insurance coverage is available in September only. Parents desiring insurance are urged to complete the forms and send the exact fee amount, in the form of a check or money order. The check or money order must be written to the company providing the coverage. Insurance coverage begins when the envelope is received in the school office.

AFTER SCHOOL PROGRAM

Information is available at the office.

ANIMALS

Animals are not allowed unless arrangements are made with the classroom teacher with prior approval from the school principal. The animal must be brought in by an adult and leave with the adult after the animal is shared with the students. Only service animals serving persons with a disability and animals approved by the superintendent or designee that are part of an approved district curriculum or co-curricular activities are allowed in district facilities. Approved animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals. If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care. Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

BIKES

Students riding bikes to school must wear helmets, ride safely, and follow the rules of the road. Upon arrival at the school grounds, bikes are to be walked to the bike rack and locked. Bikes are “off limits” during the school day.

BOARD MEETINGS

Meetings of the Jefferson Board of Education are open to the public. They are held on the second Monday of each month, except when rescheduled because of a holiday. The Board of Education welcomes citizens to the meetings and always considers their input and advice for planning and operating the school.

BULLYING/HARASSMENT/MENACING

Everyone at Jefferson Elementary School is committed to making our school a safe and caring place for all students. Harassment of students by a member of the staff to a student, by a student to another student, or by a student to a staff member will not be tolerated. This remains in effect while students are on school grounds, school property, or on property within the jurisdiction of the school; while on school buses, district owned or operated vehicles or chartered buses; while attending or engaged in district activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school or district.

Bullying is defined by our school as behavior that is unwanted, one-sided, and repeated. It can be physical, verbal, non-verbal, or written.

Harassment includes, but is not limited to, harassment on the basis of race, color, national origins, sex, sexual orientation, gender identity, religion, age, or disability.

Students and parents may be asked to sign a cease and desist agreement.

How Parents Can Help

As a parent, you are the most important advocate for your student. It is important that you listen to what your child tells you about troubling events if they are at school or on the way to or from school. If you see or hear anything that makes you suspect that your student or any student has experienced something that could be viewed as harassment, please call the school office at once.

BUS

Any questions about routes or time schedules or about student behavior on the bus shall be directed to First Student Bus Service at 541-327-2845 or to JES at 541-327-3337 X1652.

Students are assigned to ride a specific bus, depending on where they live. Students who need to occasionally ride a different bus (or depart at a place other than their regular stop) must have a note signed by their parent/guardian. Kindergarten students will not be dropped off at a bus stop unless there is an adult there to receive the students. If an adult is not present, the kindergarten student will be taken back to the school. A student being transported on district-provided transportation is required to comply with the rules (be safe, be respectful, and be responsible) and the state-adopted Oregon State Board of Education bus rules. These rules apply to student conduct at the bus stops, as well as on the bus itself. The following bus rules posted on each bus govern students riding school buses in Oregon and are important for the safety of all:

- Students being transported are under the authority of the bus driver.
- Fighting, wrestling or boisterous activity is prohibited on the bus.
- Students will use the emergency door only in case of emergency.
- Students will be on time for the bus, both morning and evening.
- Students will not bring firearms, weapons or other potentially hazardous material on the bus.
- Students will not bring animals, except approved assistance guide animals on the bus.
- Students will remain seated while the bus is in motion.
- Students may be assigned seats by the driver.
- When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
- Students will not extend their hands, arms or heads through bus windows.
- Students will have written permission to leave the bus other than for home or school.
- Students will converse in a normal tone; loud or vulgar language is prohibited.
- Students will not close or open windows without the permission of the driver.
- Students will keep the bus clean and refrain from damaging it.
- Students will be courteous to the driver, fellow students and passers-by.
- 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.

In addition, bus company guidelines prohibit students from bringing breakable items or balloons onto the bus for safety reasons. Please make sure that lunches or school projects that are carried on the bus (and gifts delivered at school for students who ride the bus) do not include such items.

Any student who fails to comply with these rules may be denied transportation services and shall be subject to disciplinary action. The following procedures shall be followed when a discipline concern arises on the bus:

First Citation – Warning.

Second Citation – Five-day suspension and a conference with the parent/guardian, student, and the bus company.

Third Citation – Nine-day mandatory suspension and a conference with the parent/guardian, student and the bus company.

Fourth Citation or Severe Infraction – Ten-day to 1 year expulsion from the bus and conference.

CELL PHONES

Are students allowed to have cell phones at school?

Students are allowed to have cell phones at school as long as they are kept in their backpacks and in the **OFF** mode. Please call the office if you need to contact your child while at school. If cell phones are seen or heard, staff will take them away until the end of the day. If this becomes chronic, staff will take phones away and call the parents to come to the office to pick up the cell phones.

CHILD ABUSE REPORTING

Any school employee who has reasonable cause or reasonable suspicion to believe that any child with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she is in contact has abused a child, will immediately notify the Services for Children and Families/Child Welfare Division, or the local law enforcement agency. The school employee shall also immediately notify the building counselor, principal, or vice-principal.

COMPLAINT PROCEDURE

Jefferson Elementary School follows the district complaint policy. Complaints or concerns should be directed to the attention of Kymberlee Rhodes, Principal. It would be very helpful for the complaint to be written so that Mrs. Rhodes can respond to your concern appropriately. Parents with questions or complaints regarding teacher-student relationships are encouraged to first discuss the problem or situation with the teacher involved and, if necessary, with the administration.

CONFERENCES

It is the desire of the elementary school staff to help students and parents with issues pertaining to school. Daytime and evening parent teacher conferences are scheduled annually in the fall and spring to review student progress. Either parents or teachers may request a conference at any time.

We encourage any student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal.

CONTAGIOUS DISEASES / HEAD LICE

Please keep your child home if they have a fever of 100.4 or higher, has thrown up or has diarrhea or any other Covid symptoms . Students should not return back to school until all symptoms are gone for at least 24 hours without medication. Please call the office to let them know your child is sick, it will be counted as an excused absence.

Diarrhea-may return after 24 hours after diarrhea resolves OR after seen and cleared by a licensed healthcare provider or LPHA for specific diarrheal diagnoses.

Vomiting-may return after 24 hours after the last episode of vomiting OR after seen and cleared by a licensed healthcare provider.

According to Oregon Law 433.255 no student will be allowed to attend school when afflicted with any communicable disease, or suspected of having any communicable disease. A note from a physician or the health department may be required before returning to school. Head lice are a common problem among school age children and anyone can become infested. Watch for signs -- severe itching of the scalp, especially in the hair over the ears and on the back of the neck. This is an indicator your child might have head lice.

Lice appear as tiny grayish-brown insects. They are smaller than fleas and move very quickly. They do not jump or fly. The eggs, called nits, are laid close to the scalp on hair shafts and are different from dandruff or dirt, because the eggs are **very** hard to pull off the hair. When checking for lice and nits, it is necessary to look at *the entire head and scalp*. Direct contact with the scalp or personal items of an infested person spreads lice. Children should be discouraged from sharing items such as combs, brushes, scarves, sweaters, hats or other things that touch the scalp or hair of an infected person.

If you have any questions, please call the school, the Marion County Health Department at (503) 588-5357 or Linn County Health Department at (541) 967-3866.

At JES children with head lice and/or multiple nits will be sent home. Students will not be allowed to return to school until they have been treated appropriately. Students will be allowed a maximum of 3 days excused absence to be treated. After 3 days, the student's absence will be counted as unexcused. Students need to be checked at the office and cleared before they are able to return to class.

CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS

Both parents have rights to information regarding their child's progress in school, including access to report cards, student records and participation in conferences. Unless there is written evidence of a court order, state statute or legally binding documents relating to such matters as divorce, separation, or custody that specifically revokes these rights, both parents may request and receive information.

DRESS CODE

Jefferson SD 14J Dress Code

Jefferson Public Schools expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the intent to sustain a community that is inclusive of a diverse range of identities. ***The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).*** The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Dress Code

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with non-transparent fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats and other head coverings that do not create a distraction in class
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Clothing and hats with:
 - Violent language or images.
 - Gang-affiliated symbols/graphics.
 - Images or language depicting drugs or alcohol (or any illegal item or activity).
 - Hate speech, profanity, pornography.
 - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
 - Anything that disrupts the learning environment.
 - Link to ODE's "Every Student Belongs" document:
<https://www.oregon.gov/ode/students-and-family/equity/SchoolSafety/Documents/All%20Students%20Belong%20Initial%20Guidance.pdf>
- Hoods pulled up on top of the head*
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears
 - Examples - Halloween masks / sunglasses (except for medical reasons)
 - Exceptions - face masks to prevent the spread of diseases / religious observances

*Adjustments to the dress code may be made on a case-by-case basis for a student's IEP/504, medical or social and emotional learning needs.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

EARLY RELEASE OR EARLY DISMISSAL DAYS

On early release days, students will be released from school at 1:20 PM. If your child is to go to a different place on these days, please send a note stating the change. See the calendar in this handbook.

EMERGENCY INFORMATION

Please assist us by:

1. Reviewing emergency procedures with your child.
2. Keeping the school office informed of current emergency information and any changes in phone numbers. Turning in the current Emergency Closure Plan form to the office.
3. Teaching your child what to do and where to go if no one is home.

Emergency

Closures: When you get up in the morning and see snow and/or ice, please do not call the school. Information is found on all local radio and television stations and on the internet at www.flashalert.net. Please do not telephone the school to check on school closure. If schools are closed, the offices will be closed also. Evening activities will also be canceled.

The school district will notify the stations as soon as decisions are made regarding school closure or evacuation. Please do not call the school for information during an emergency because a high volume of calls will interfere with efforts to manage the emergency. When school is dismissed early because of an emergency situation, your child will be sent home or to the designated emergency destination in your neighborhood. Parents/guardians who may not be home need to make contingency plans for their child/children to report to a nearby friend or neighbor's house.

FIELD TRIPS

A field trip may be planned for your child. You will receive notice prior to the trip from your child's teacher. Written permission is necessary for the student to leave school grounds. A parent or guardian must sign the permission slip. Transportation will be provided as per district policy. Siblings may not accompany parents on field trips.

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

Note: District policy states that students displaying consistent past behavioral problems should be considered carefully before being allowed to go on a trip.

FLAG SALUTE

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

FOOD ITEMS

Home-prepared food presents a risk of causing illness by reason of spreading disease organisms or other contamination. Home-prepared foods, other than individual student and staff lunches, will not be brought into school for any school activity. Prepackaged food items that are made in licensed commercial facilities may be distributed in school provided handling is minimized. Distribution must be preceded by staff supervised hand washing. Utensils, such as tongs and gloves, must be used to ensure food is not contaminated as it is distributed.

FUND RAISING

Parent volunteers work together with school staff to raise funds for field trips, assemblies, equipment, supplies and other programs. They also assist in the implementation of a number of programs. All parents are encouraged to participate in planning and/or implementing these programs and should watch for information about meetings in the school newsletters and flyers. If you would like to help out with fundraising and events, please leave your name at the office.

GUESTS (VISITORS)

Students may not bring school-age friends to our school. Students may have adult visitors only during lunchtime. All visitors must check in at the office. All visitors must contact the classroom teacher to set up times to visit their student's classroom. If you visit during your child's lunch time, the visit needs to be pre-arranged at least twenty-four hours in advance.

HOMEMADE TREATS & CLASS PARTIES

Parents should contact their child's teacher to arrange a date and time before bringing treats to celebrate their child's birthday or for other events. Teachers need to inform the principal in advance of all class parties. Parents must bring purchased foods, not home-made items (except if your kitchen is certified with the state) that come in their original, sealed store-wrapper. Healthy foods are encouraged. Refer to District Board Policy EFA-AR found at:

<http://policy.osba.org/jeff14j/E/EFA%20R%20G1.PDF>

[Is your snack a Smart Snack? Here is the link to the Smart Snack Calculator :](#)

https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/

[You can also find nutrition information at this site:](#)

<http://jefferson14jnutritionservices.weebly.com/>

HOMEWORK REQUEST

If your child will be gone, and you want to have the work assignments in advance, please call the school (327-3337 Ext.1652) one day in advance of the day you will be picking up the homework assignments. If homework is needed for just one day, please call early in the morning. The learning that can be achieved through homework alone cannot equal that which occurs through classroom attendance and participation. Some assignments given in the classroom cannot be duplicated outside of it. Therefore, assignments sent home when a student is absent may not be identical to those given in class.

INTERNET USE

Student use of the Internet in the classroom will only occur under the direction of the teacher and according to district guidelines.

LIBRARY

Students are encouraged to check books out of our library. Please help us build a responsible attitude in the care of the books. Due dates are included as a reminder for returning the book, but no fines are collected if the book is overdue. However, if books are damaged or lost, students will be charged for the damage and/or the book. All fines must be paid and books must be returned by the last school day in June.

LOST AND FOUND

If your child is missing any item (toy, coat, hat, etc.), please have him or her check the lost and found located in the gym, or, for small personal items, check the office. At the end of the year all unclaimed items will be donated to charity.

LUNCH AND RECESSES

Times are subject to change.

Kindergarten & 1st Grade Lunch time is 10:25 - 11:00

2nd & 3rd Grade Lunch time is 11:05 - 11:40

4th & 5th Grade Lunch is 12:10 - 12:45

For the 2024-2025 school year, breakfast and lunch will be no cost to all K-5th grade students. JSD qualified for free meals under the Community Eligibility Program.

Lunch reminder slips are sent as a courtesy. Parents are responsible for future and past charges and are responsible for keeping their child's account in good standing. You may still receive negative lunch balance slips as negative balances roll over to the new school year. Parents are welcome to visit their children at lunch, but the visit needs to be pre-arranged. Adult lunches are \$4.70 (milk included). Milk is available to purchase for \$0.75. Children may bring a sack lunch and purchase milk.

NOTE: Students are expected to behave in a courteous and orderly manner while waiting for lunch to be served and as they eat. They will eat in the cafeteria.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a [USDA Program Discrimination Complaint Form](#) which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 Complaint form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
program.intake@usda.gov

This institution is an equal opportunity provider.

MEDICATION POLICY

When a child must take medication prescribed by a physician or over-the-counter medication during school hours and the parent/guardian cannot be at school to administer the medication, the school office will assist children in taking medication only if the following requirements have been met. At this age, children may not have possession of medication in school. **The parent or guardian must bring all medication (prescribed by a physician, as well as over-the-counter) to school.**

- Medication prescribed by a physician (and over-the-counter medication including cough drops) must be in the original container. Pharmacies will give two bottles upon request. The prescription label on the container must have the following information:
Physician's name ● Child's name ● Name of medication ● Time to be taken ● Dosage
- Before the office can assist your child in taking his/her medication, we must have permission signed by a parent/guardian. The parent/guardian of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication.
- The parent/guardian is responsible for the child while medication is being taken according to the parents'/guardians' instruction.
- State Law requires that for some medical situations a medical protocol must be developed

and followed. School staff will notify you if a protocol needs to be developed, so that you can participate (if you wish) in its development.

MOVING

When moving to another school, please notify the school office. The office will prepare a copy of your child's immunization record for you. Other records will be mailed to the new school.

PARENT RIGHTS

Our school receives federal funds for programs that are part of the Elementary and Secondary Education Act (ESEA), as amended (2015). We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high-quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you would like to request information about your child's teacher(s) or paraprofessional(s) or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact Kymberlee Rhodes, Principal.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation, or school rules. 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 at district-sponsored events unless as expressly authorized in advance by the principal or designee. The use of personal electronic devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited. Students whose parents do not want their student's picture taken should be aware of this and should self-monitor this at school and during school/district sponsored events. Parents who volunteer at school and/or during school/district sponsored events should be careful of whom they include in photographs and/or videos.

PERSONAL PROPERTY

The district assumes no responsibility or liability for loss or damage to personal property brought to school. This includes, but is not limited to: bicycles, clothing, toys, radios, cameras, eyeglasses, calculators, books, or other personal effects. Insurance claims for lost or stolen property while on school grounds are the responsibility of the family. The district does not carry insurance for the personal property of students.

PRECAUTIONS REGARDING RELEASE OF STUDENTS FROM SCHOOL

When your child is released from school early because of illness or special arrangements, please pick up your child promptly and be sure to sign out. **Students will only be released to**

individuals who are on the contact list. Please make sure that the list is up to date. The school office will need to receive permission from the parent/guardian before a student is released to a person not on the contact list. **If there is a change in your child's arrangement for going home, please contact the office before 1:30 PM.**

Students must have a signed note from the parent/guardian if they are to:

- Walk home rather than ride the bus (Kinders will need an adult)
- Ride a different bus
- Get off at a different stop
- Go home with adult not listed as authorized on the contact list

Please help us keep each child safe by being very clear and very cautious about such arrangements. If the staff is in doubt about your wishes, and you cannot be reached, we will follow the child's established routine.

SCHOOL TELEPHONE/CELL PHONES

Students are not permitted to use the school telephone except for emergencies. Normally, neither teachers nor students will be called from the classroom to accept telephone calls except in emergencies.

SNACKS

Parents are encouraged to send healthy snacks with their student(s) like fruit, vegetables, snack crackers and raisins for a mid-morning snack. Candy, pop, gum and sugar treats are not appropriate snacks. You can use this link to help determine if your snacks are healthy smart snacks:

https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/

This link will take you to the Jefferson School district Nutrition Services site:

<http://jefferson14nutritionservices.weebly.com/>

STUDENT RECORDS

Parents are welcome to review student records. Please make an appointment with the office if you wish to do so. Should a parent or guardian wish to challenge the accuracy of any records, a hearing will be scheduled within 5 days of receiving such a challenge. The building principal will inform the parents of specific procedures.

STUDENT SERVICES

Child Find- Identifying Children with Disabilities

Jefferson School District believes that every child is entitled to a free appropriate public education regardless of the nature or severity of his or her disability. As a district we value all students and seek to locate, identify and evaluate children who may be in need of special education services from birth to age 21.

As a district we are proud to serve our students with disabilities. If you are a parent, guardian, staff member or community member and you know anyone with a disability that is not receiving education services please notify our Student Services Department at 541-327-3337.

Katrina Womack - Student Services Director

Jefferson School District

541-327-3337 ext 1045

Katrina.Womack@Jefferson.k12.or.us

Notice of Contact for Special Needs

If you are a person with a disability and need accommodations to participate in any school activity or event, please contact Katrina Womack in our Student Services Department at least 48 hours in advance at 541-327-3337 ext. 1045 at 1328 N 2nd Street Jefferson, OR 97352.

Section 504

The Americans with Disabilities Act, often referred to as Section 504, requires Jefferson School District to make accommodations to meet the needs of individuals with "a physical or mental impairment that substantially limits one or more of the major life activities of such an individual." The needs of such an individual can typically be met through modifications and accommodations in the environment and do not require special instruction.

When a student is suspected of having a disability that interferes with receiving an education a referral should be made to the Student Support Team. (SST). The SST team makes determination and if needed, a referral is made to the building 504 coordinator.

TAG

Philosophy

Jefferson School District 14J is committed to an educational program that recognizes, identifies, and serves the unique needs of talented and gifted students. Talented and gifted students are those who have been identified as academically talented, and/or intellectually gifted as defined by state law and administrative rule. Our goal is to provide classroom instruction and implement appropriate strategies designed to meet their advanced level and rate of learning, maximizing all TAG students' individual potential.

Identification

District students are currently identified in one or more of the following six areas:

Intellectually Gifted

Academically Talented in Reading

Academically Talented in Math

Creative Ability

Leadership Ability

Ability in the Visual or Performing Arts.

Services

Jefferson School District 14J serves elementary TAG students in a regular classroom model. The classroom teacher makes appropriate modifications and completes a TAG plan for each TAG student's rate and level of learning.

If you have questions, concerns or comments about TAG for your student please contact Katrina Womack, Student Services Director 541-327-3337 ex 1045.

MCKINNEY-VENTO ACT

The McKinney-Vento Act's Education of Homeless Children and Youth Program, ensures that homeless children and youth are provided a free, appropriate public education, despite the lack of a fixed place of residence or a supervising parent or guardian.

Every school district in Oregon has at least one designated Homeless Student Liaison to provide direct assistance to homeless families and unaccompanied youths to access and achieve in school.

Katrina Womack, Student Services Director - 541-327-3337 ex 1045.

If you have questions, concerns or comments about 504 for your student, please contact Katrina Womack, Student Services Director at (541) 327-3337 ex 1045.

Special Education Services

If your child is struggling in school, a referral is made to the Student Assistance Team (SAT).

The Student Assistance Team provides a process to assure that the needs of students experiencing difficulties in school are quickly identified and appropriate interventions are given.

English as a Second Language

Jefferson Elementary School students whose first language is other than English, and for whom academic instruction in English is difficult, will be evaluated. An appropriate educational program will be developed to help the students gain the English language skills needed to be successful in school.

Talented and Gifted Program

Students who appear to have exceptional abilities for learning may be referred for an evaluation by staff, parents or the student. If the student is determined eligible for the TAG program, the teacher will develop appropriate modifications to the regular curriculum that take into account the needs and interests of the student as well as his or her rate of learning.

TOBACCO PRODUCTS/ALCOHOL/DRUGS/INHALANT DELIVERY SYSTEMS

Jefferson Elementary School is a Tobacco Product, Alcohol and Drug Free Zone. The use of tobacco products, alcohol and drugs on the campus is prohibited. Using, possessing, selling, distributing or being under the influence of alcohol, drugs, or other intoxicants or possessing drug paraphernalia (including facsimile) is not allowed and could lead to suspension or continued suspension (Refer to District Policy JFCG/JFCH/JFCI).

TOYS

Toys may not be brought to school. Items brought from home could result in them being taken away from a student for a specified amount of time. Lost, broken, or missing items are not the responsibility of the school.

Skateboards, roller blades/skates, electronic games, and radios are not allowed.

TRANSPORTATION TO AND FROM SCHOOL

Morning: All buses will drop off students in the bus lane. All children will go directly to the cafeteria for breakfast or recess.

After School: All buses will follow the same procedure as above and children will load at the bus lane.

PRIVATE VEHICLES

Morning: Children should enter the school through the front door if dropped off in front of the school on 2nd Street. Children dropped off in the parking lot will enter school grounds through the gate nearest the parking lot.

Afternoon: Children will be excused from school at the gate near the parking lot. Parents can wait for their child/ren at the designated parent pick up area or remain in their vehicle in the pick up line. Please do not wait for your children across the street or encourage them to cross to you through traffic. Children will not be allowed to go to a vehicle across the street from the school grounds without an adult..

VIOLENT BEHAVIOR AND/OR LANGUAGE

Students who harm others or use words that suggest intent to harm others may be suspended from school. If the child is suspended, parent contact and/or a conference will be required prior to the child returning to school. Suspensions for violent or threatening behavior may range from one to several days. Very serious or repeated behaviors of this kind can result in expulsion from school.

VOLUNTEERS

Jefferson Elementary School has an active group of volunteers. If you wish to assist a classroom teacher by listening to children read, correcting papers, building vocabulary skills, going on field trips, creating bulletin boards, or any one of many other things, please contact Kymberlee Rhodes, Principal for more info. Information will be sent home on how you can get involved in Jefferson Elementary's Parent Club (PTO).

All volunteers must complete required district forms every other year. No volunteer may participate in school activities until the screening process is complete. Volunteers must sign in and out on the computer at the office.

Just a quick reminder about folks who would like to volunteer with our district. If the parent is requesting an exception for any reason at all, the request has to **first** go to the building principal who will then take the request to the Superintendent for final approval.

Standard turnaround time once an online application is submitted until final approval is two weeks.

WEAPONS

Weapons – real or imitation – in our school are prohibited. Students found with any type of weapon, real or imitation, will be subject to suspension with the option of possible expulsion, according to the laws of Oregon and the policies of the district.

CHILD FIND

Project Child Find

If you have any questions or if you suspect that your child, ages 0-21, is in need of special help in an academic area including speech, hearing or motor skills, please contact your child's School Counselor, Development Skills Specialist, the Special Services Director, or the Principal.

Jefferson Elementary School 541-327-3337 option 4

Jefferson Middle School 541-327-3337 option 5

Jefferson High School 541 327-3337 option 6

Jefferson School District 541 327-3337 option 3

Behavioral Expectations

(Parents, please review each of these rules with your children. If you have questions about them, ask a staff member.)

Behavior Guidelines:

Be safe Be respectful Be responsible

ARRIVAL RULES

- Student supervision in the gym begins at 7:45 AM. There is no supervision guaranteed before this time.
- If arriving after 8:00 AM, check in at the office, then go directly to your classroom unless you need breakfast.
- Walk bikes onto school grounds to the bike rack and leave them there until the end of the day.

DISMISSAL RULES

- Leave your classroom when dismissed by the teacher.
- Walk at all times.
- Walk bikes off school grounds.
- If there is a late bus, students will remain with the supervising teacher until dismissal.

ASSEMBLY RULES

- Enter the assembly quietly and in an appropriate manner with your teacher.
- Sit quietly and listen.
- Show appreciation by clapping at appropriate times.
- Remain seated at the conclusion of the assembly until your class is dismissed.

HALL RULES

- Walk quietly.

- Use proper traffic patterns.
- Treat others respectfully.
- Keep hands and feet off the walls.

LUNCH RULES

- Enter and exit quietly and orderly.
- Talk softly during lunchtime.
- Eat only your own food.
- Stay seated while eating.
- Use good table manners and be considerate of others.
- Keep hands and feet to yourself.

BATHROOM RULES

- Talk quietly in the bathroom.
- Flush the toilet.
- Wash hands.
- Put used paper towels in the garbage can.
- Use the facilities properly.

PLAYGROUND RULES

Be Safe

- Take turns on equipment and play safely and fairly.
- Touch contact only in team games.
- Stop and listen for directions anytime a whistle blows.
- Keep hands, feet and other objects to yourself.

Be Respectful

- Follow Instructions given by all staff.
- Throw your garbage in trash cans.
- Play fairly.

Be Responsible

- Freeze when the 1st whistle blows.
- Walk to your assigned lines after hearing the 2nd whistle.
- Keep your hands, feet and other objects to yourself.

OUTDOOR RECESS RULES

- STUDENTS MUST WALK ON THE BLACKTOP.
- Students must wait by classrooms until two recess adults are present before walking to the playground.
- Ask an adult before going to the gym to use the restroom or get a drink of water. Only one student goes to the bathroom at a time.
- Toys, balls, trading cards...from home need to stay at home.
- No tag.
- Use appropriate language.
- Stay away from the fence.

Jefferson School District 14J Academic Integrity and Honesty Policy

Regarding the Responsible Use of Generative AI

Understanding AI-Generated Plagiarism:

AI-generated plagiarism occurs when a student utilizes an AI tool, such as ChatGPT, to compose work and then submits that work as their own without acknowledging the AI's contribution. This can include directly copying AI-generated text or making slight changes without proper citation. In Jefferson School District 14J, substituting AI-generated work for a student's original effort is classified as plagiarism and will face the repercussions detailed in our academic dishonesty guidelines. However, teachers may permit using these tools for specific assignments as they see fit.

Appropriate Use of AI Assistance:

Students can use AI applications for brainstorming or outlining their assignments, but the conclusive piece must be their own composition. Consider AI a source of inspiration, not a means to complete your assignments.

Attributing AI Contributions:

If your work incorporates material from an AI tool, you must attribute or cite it properly, similar to citing data from a webpage or a textbook. It's essential to specify the name of the AI application used.

Consequences of Policy Violation:

Should you be caught submitting AI-generated work without the necessary citations, you'll face disciplinary actions, which may include a failing grade or other educational repercussions.

Key Recommendations:

- Do not pass AI-generated content as your own; cite it.
- Utilize AI for inspiration or guidance, but the bulk of the work should be yours.
- Always credit your AI sources.
- Educational measures will be employed for any breach of this policy.

Maximizing AI Tools for Learning:

Generative AI technologies can be powerful tools for education. Here are constructive ways to integrate them into your learning process:

- Composing or generating ideas for projects.
- Developing structure for essays or reports.
- Correcting grammatical or spelling errors.
- Translating languages.
- Summarizing complex textual materials.
- Assisting in writing coding projects.

Remember, Generative AI is a tool for assistance, not a replacement for your original contribution.

Prohibited Practices:

- Submitting AI-completed assignments as your authentic work.
- Using AI to duplicate others work.
- Generating harmful, deceptive, or offensive content via AI.

- Engaging in illegal or unethical activities using AI.

Safeguarding Personal Information:

Exercise caution with the personal information you input into AI tools. Refrain from disclosing sensitive details such as:

- Personal identifiers: name, address, phone number.
- Financial data.
- Health records.
- Academic transcripts and grades.
- If uncertain, it's best to withhold personal details!

Respectful Utilization of AI:

Avoid creating AI-generated content that could be detrimental or distressing to others. Steer clear of content that is:

- Violent or inciting.
- Hate-driven or discriminatory.
- Misinformation or defamatory.
- Damaging to individuals or groups' reputations.

Quality Assurance:

AI is not infallible. Scrutinize the AI-generated content before submission, making necessary corrections.

Citation Is Mandatory:

Cite AI sources as meticulously as you would traditional ones, like publications or websites. All borrowed material must be cited from traditional sources or AI tools. This includes in-text citations, footnotes, bibliographies, and acknowledging paraphrased ideas from generative AI. Always specify the name of the AI application used if incorporated into your work.

Consequences for Violations:

- Breaches of academic honesty, whether AI-related or traditional, will lead to disciplinary actions, such as a grade of zero for the assignment, failing grades, exclusion from courses, or suspension.
- The extent of the penalty depends on the severity of the infraction.
- Our schools maintain a database tracking all academic dishonesty incidents throughout a student's 4-year tenure. The consequences are progressive, factoring in a student's past history.

Key Recommendations:

- Use AI responsibly and ethically as a supplementary tool, always prioritizing originality.
- Stay vigilant about personal data protection.
- Thoroughly understand and respect academic integrity principles, always attributing and citing all sources.
- Be aware of the penalties for academic dishonesty and strive for genuine learning experiences.

Abiding by these guidelines ensures you're leveraging generative AI responsibly!

SUMMARY OF DISCIPLINE

Jefferson Elementary School-Jefferson School District 14J

(District Policies and Rules on Student Conduct and Student Discipline can be found on the district website at www.jefferson.k12.or.us , Board, Policy, line J Students.)

This Summary of Discipline applies to student conduct which occurs while a student is:

- On school premises before, during or after normal school hours.
- At a school-sponsored event before, during or after normal school hours, including field trips and school-sponsored tours and activities in another city, state or country.
- Traveling to and from school or a school-sponsored event.
- On school premises at any other time when the school is being used for a school-sponsored event.
- Enrolled in summer school and/or intersessions.
- Off school premises when such conduct involves threats or harm to students, staff and/or District property.

In addition, the student may be referred to a school counselor, the Student Assessment Team, the Youth Services Team or Threat Assessment Team.

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES	
	Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.	
Assault, Physical – To intentionally, knowingly or recklessly cause physical injury and/or cause substantial pain to another person.	<ul style="list-style-type: none"> ● A person who physically assaults another person will not be returned to the classroom until his/her assigned consequences have been completed and may be reassigned to another class or classroom. ● Contact and conference with parents. ● Conflict management meeting. ● In-school suspension which may include a special project. ● Suspension for up to 10 school days which may include a special project. ● Conference with parents prior to the student going to school. A functional behavior assessment, intervention plan may be completed. ● Restitution. ● Referral to a law enforcement agency. ● Continuing suspension. ● Evaluation at parent’s expense. 	
Aggressive Behavior – Physical behaviors directed toward another person, including, but not limited to, kicking, hitting, biting, shoving, tripping, slapping, or attempting to injure.		
Threat – To place another person in fear of imminent physical injury by word (written or verbal) or conduct.	<ul style="list-style-type: none"> ● Contact and conference with parents. ● Conflict management meeting. ● In-school suspension which may include a special project. ● Suspension for up to 10 school days, which may include a special project. ● Restitution. ● Referral to a law enforcement agency. 	

<p>Hazing, Harassment, Intimidation, Bullying, Cyberbullying and Menacing; Student – Acts of hazing, harassment, sexual harassment, intimidation, bullying, cyberbullying and menacing will not be tolerated by student to student, staff to student or student to staff. Students are encouraged to report concerns to the school principal. Parents, guardians, and community members may file a complaint by meeting with the school administrator or by following district policy which can be found on the district website. A person may make an anonymous report directly to the school principal. All reports will be investigated by the school administrator. A person may request a review of the actions taken by staff in responding to and/or investigating a report by filing a written request with the Superintendent.</p> <p>Students whose behavior is found to be in violation of this policy will be subject to disciplinary actions. Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of district policy. A student found to have falsely accused another as a means of reprisal, retaliation, or a means of hazing, harassment; intimidation, bullying, cyber bullying, or menacing shall be subject to disciplinary actions.</p>	<ul style="list-style-type: none"> ● Conference with parent prior to return of student to school. A functional behavior assessment, intervention plan may be completed. ● Continuing suspension. ● Evaluation at parent's expense.
<p>Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature that unreasonably interferes with a person's education and/or a person's participation in school activities, or that creates an intimidating, hostile or offensive school-related environment.</p>	
<p>Racism – The belief that members of one race are superior to members of another race or ethnic group and the use of words, and/or actions to carry out those beliefs.</p>	

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES
<p>Insubordinate Behavior – Behaviors which are defined as insubordinate may include, but are not limited to: disobeying or defying the authority of district personnel; verbal, physical, and/or profane or rude behaviors; disrupting any classroom, school or district-sponsored activity; behavior that constitutes a safety risk to the student or others and/or multiple referrals for insubordinate behavior.</p>	<p>Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.</p> <ul style="list-style-type: none"> ● Removal from classroom or any district activity. ● Contact and conference with parents. A functional behavior assessment, intervention plan may be completed. ● In-school suspension which may include a special project. ● Suspension for up to 10 school days, which may include a special project. ● Continuing suspension.
<p>Weapons – Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm, illegal explosive, or other implement, which could reasonably be considered or used as a weapon, or attempted to be used as a weapon, or threatened to be used as a weapon, or is readily capable of causing death or serious physical injury and/or which is of no reasonable or educational use to the student.</p>	<ul style="list-style-type: none"> ● Confiscation of items related to offense. ● Contact and conference with parents. A functional behavior assessment, intervention plan may be completed. ● Suspension. ● Referral to law enforcement authority. ● Continuing suspension.
<p>Look-alike Weapons – Possessing, transmitting, selling or in any way displaying any device, instrument, material or substance or other implement which could reasonably be considered a weapon, as defined in District Policy Code: JFCJ, and/or which is of no reasonable or educational use to the student.</p>	<ul style="list-style-type: none"> ● Confiscation of items related to offense. ● Contact and conference with parents. ● In-school suspension which may include a special project. ● Suspension for up to 10 school days which may include a special project. ● Conference with guardian prior to return of student to school. A functional behavior assessment, intervention plan may be completed. ● Continuing suspension.

<p>Alcohol and Other Drugs – Possessing, buying, use of or being under the influence of an alcoholic beverage; inhalants, including solvents and other dangerous substances; or on any other drug as defined by but not necessarily limited to the Uniform Control Substance Act, ORS 475.005; possession of paraphernalia, possession of look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs.</p>	<ul style="list-style-type: none"> ● Confiscation of item(s) related to offense. ● Contact and conference with parents. ● Suspension, in or out of school, for up to 10 school days which may include a special project. ● Conference with parent prior to return of student to school. A functional behavior assessment, intervention plan may be completed. ● Referral to a law enforcement agency. ● Continuing suspension. ● Possible recommendation for diversion.
<p>Alcohol and Other Drugs – Selling, distributing or possession with the intent to sell alcoholic beverages, inhalants, including solvents and other dangerous substances; or any other drug as defined by, but not necessarily limited to, the Uniform Controlled Substance Act, ORS 475.005, including look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs.</p>	
<p>Tobacco or Tobacco Products – Smoking, possessing, selling, buying, transmitting, distributing or otherwise using tobacco or tobacco products. This rule applies to look-alike tobacco and tobacco products and to those substances represented as being tobacco and tobacco products.</p>	<ul style="list-style-type: none"> ● Confiscation of any item(s) related to the offense. ● Contact and conference with parents. ● Special projects as assigned by the administrator. ● In-school suspension for up to three (3) school days which may include a special project. ● Suspension for up to three (3) school days which may include a special project. ● Conference with parent prior to return of student to school. A functional behavior assessment, intervention plan may be completed.
<p>Attendance – Unauthorized absence – Any unauthorized absence from class without prior permission from a parent or person in parental role.</p>	<ul style="list-style-type: none"> ● Contact with parents. ● Development of attendance contract to be determined by school administrator/attendance officer. ● In-school suspension which may include a special project. ● Referral to the attendance officer.

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES
<p>Fire-setting – Any act or attempted act of fire-setting.</p>	<p>Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.</p> <ul style="list-style-type: none"> ● Confiscation of items related to offense. ● Contact and conference with parents. ● Referral to a law enforcement agency. ● Restitution. ● Removal from participation in school activities until restitution is made. ● Suspension for up to 10 school days which may include a special project. ● Conference with parent prior to return of student to school. A functional behavior assessment, intervention plan may be completed. ● Continuing suspension.

<p>Computer Network and Internet – Any misuse or use of any network and/or internet system, District Policy Code: IIBGA and IIBGA-AR.</p>	<ul style="list-style-type: none"> ● Contact with parents. ● Suspension or revocation of system privileges for a minimum of 30 calendar days. ● In-school suspension which may include a special project. ● Suspension for up to 10 school days which may include a special project. ● Conference with parent prior to return of student to school. ● Permanent revocation of system privileges. ● Referral to a law enforcement agency. ● Continuing suspension.
<p>Property Damage and Theft – Deliberate or intentional damage to any district facility and property and/or theft of property belonging to the district or to another individual, including, but not limited to, improper care of books and school supplies.</p>	<ul style="list-style-type: none"> ● Contact with parents. ● Restitution. ● In-school suspension which may include a special project. ● Suspension for up to 10 days which may include a special project. ● Conference with parent prior to return of student to school. A functional behavior assessment, intervention plan may be completed. ● Removal from participation in school activities until restitution is made. ● Continuing suspension. ● Referral to a law enforcement agency. ● Evaluation at parent's expense.