



Dorena School

Small Enough to Make Connections
Large Enough to Reach the World

37141 Row River Rd. ~ Dorena, OR 97434 ~ Telephone: 541-946-1506 ~ Fax: 541-767-3516 ~ dorena.slane.k12.or.us

PARENT / STUDENT HANDBOOK

2023/2024

  Panther Pride   Powerful Potential  

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TO THE PARENTS/GUARDIANS

This handbook has been prepared to provide you with the policies and procedures of Dorena School as well as important Board of Education policies. We hope this handbook will be used as a helpful resource for answering your questions. We would like to suggest you read and discuss various topics in this book with your child in order to assist them in understanding our school's aims and expectations.

Good education for each child can only be accomplished through cooperation and interest of home, child, teacher and community. We are delighted with the confidence you have placed in us in this great responsibility of teaching your children.

NON-DISCRIMINATION STATEMENT

This institution is prohibited from discrimination on the basis of race, religion, color, national origin, sex, age, or disability 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 U.S. Department of Agriculture.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call, toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

Letter from the Principal

2023-2024 School Year

Dear Dorena Students, Guardians, and our Dorena Community,

It is my greatest pleasure to welcome you to your first or to another fabulous year at Dorena School. I hope that you had a wonderful summer and are feeling eager and excited to start the 2023-2024 school year! We feel very honored that you have chosen us or continue to choose us as your school. We have a very exciting year planned with rigorous reading, math, and writing instruction, filled with high expectations for all, kindness and belonging for all, and of course lots of fun!

We have learned a lot in and created amazing partnerships with our families to ensure that our students get the education that they deserve. We strive for all of our families to feel welcome and heard as we plan together for our student's success. Part of this success is having open communication between the home and school. Some opportunities for families to be a vital member of their student's educational team is to communicate regularly with your child's teacher (email, class dojo, REMIND, or phone calls). Also, be sure to ask questions when you have them or voice concerns as they come up. Families can show their support by attending and supporting school functions, volunteering in our building or joining our parent club. If you want more hands-on involvement, be sure to ask about requirements to volunteer at our school.

As it is our goal to ensure that all families feel welcome and heard, as is our goal for our students and staff. Our passionate staff here at Dorena work together to help students feel safe, cared for, and to know that they all belong. We focus on building strong school and classroom communities where we are all kind to one another and accepting of each other's differences. We focus on relationships based on care and trust to foster healthy social and emotional learning. We also focus on a belief that it is our main job, to always do, what is best for kids. We want all of our students to achieve at high levels in all areas such as Math, Reading, Writing, but also Social and Emotional growth. To do this we will meet all students where they are at, give them the evidence-based instruction that they need, routinely monitor their progress, and celebrate their individual growth.

The following statements represent what we are all about here at Dorena School.

Dorena's Mission Statement

Dorena School is a community of learners and leaders where everyone will belong and thrive.

Dorena's Vision Statement

Dorena School is a place where everyone will be respected and valued. We believe in building a strong foundation that honors all generations of the Dorena School community. Together we will learn and grow to positively impact the world.

Thank you all for your continued partnerships and support. We welcome you all to the new school year, together we can make it a great one!

Sincerely,
Devin Pixton, Dorena School Principal

**Dorena School Staff
2023-2024**

Principal

Devin Pixton

Devin.Pixton@slane.k12.or.us

Office Manager

Kathy Ward

Kathy.Ward@slane.k12.or.us

Classroom Teachers

Kimberly Cowdry

Kimberly.cowdry@slane.k12.or.us

Beck McCoy

Becky.McCoy@slane.k12.or.us

Brandee Buehler

Brandee.Buehler@slane.k12.or.us

Shannon Kelly

Shannon.Kelly@slane.k12.or.us

Emily Molloy

Emily.Molloy@slane.k12.or.us

Valerie Rocco

Valerie.Rocco@slane.k12.or.us

Audrey Stepp

Audrey.Stepp@slane.k12.or.us

Jen Rohman

Jen.Rohman@slane.k12.or.us

Preschool Promise

Kindergarten & 1st Grade

2nd & 3rd Grades

4th & 5th Grades

6th, 7th & 8th Grades

Physical Education

Special Education

Literacy Coach

Educational Assistants

Laura Frederick (also Librarian)

Chloe Cothran

Marcia Johnsen

Lori Barnett, Preschool

Michelle Somerville, Preschool

Classified Support Staff

Mindy Simons

Cesilia Garcia

Breannah Bailey

Food Service Manager

Food Service Assistant

Custodian

Specialists

McKenzie Deckard/Bill Bartram

Glenn Trujillo

Amanda Akins

Kimber Johns

Brian Middleton

Jennifer Garcia

CMA/SLSD Registered Nurse

CCS

SEL Specialist

Speech Pathologist

Behavior Consultant

School Psychologist

**South Lane School District 45J3
Support Staff 942-3381**

Superintendent (Interim)

Yvonne Curtis

Yvonne.curtis@slane.k12.or.us

Assistant Superintendent

Brian McCasline

Brian.McCasline@slane.k12.or.us

Special Services

Chad Hamilton

Chad.Hamilton@slane.k12.or.us

SCHOOL INFORMATION

OFFICE HOURS: 7:30 am – 3:30 p.m.

TELEPHONE: (541) 946-1506

ADDRESS: 37141 Row River Rd.
Dorena, OR 97434

FAX: (541) 767-3516

SCHOOL MASCOT: Panther

SCHOOL COLORS: Black and Gold

AVERAGE ENROLLMENT: Preschool – Grade 8 100

SCHOOL WEBSITE: dorena.slane.k12.or.us

DAILY/WEEKLY SCHEDULES

Kindergarten-8th

7:30 Dorena School office opens
7:45 Students and buses arrive at Dorena School- Recess
7:45 K-3rd Free breakfast program in cafeteria
8:00 4th-8th Free breakfast program & daily check-in in classrooms
8:00 School begins (tardy after 8:15)
11:00-12:30 Free Lunch/Recess (times vary based on classrooms)
1:30 Free Fruits & Vegetables Program for all students
2:30 Student dismissal (M – T – Th – F) 12:30 Wednesday only – early dismissal
2:35 Buses Leave Dorena School
3:30 Dorena School office closes

Preschool

8:30 Preschool classes start (with free breakfast)
11:30-12:00 Free Lunch
2:00 Free Fruits & Vegetables Program snacks
2:30 Student dismissal (M – T – Th – F) 12:30 Wednesday only – early dismissal

Note: Every Wednesday students are released at **12:30** in order for the staff to develop curriculum and participate in school improvement projects.

SCHOOL SESSION & DISMISSAL TIMES

School Hours/Student Dismissal

Classrooms are closed to students before 8:00 to allow teachers time to prepare for instruction. Students will have a free breakfast & quiet time in the classrooms. Students are considered tardy after 8:15. Sack breakfast will be available to students after 8:30.

School will begin at 8:00 for K-8 students and 8:30 for Preschool. All classes are dismissed at 2:30 (**Wednesday dismissal is 12:30**). Students are expected to leave school at dismissal time. Please pick your child up no later than 15 minutes after school is out in the cafeteria (except Preschool).

All Preschool students must be signed in and out directly from the Preschool classroom.

K-8 students who arrive after 8:15 will need to check in with the office. K-8 students picked up early from school must be signed out with the office. The office will call students to the office from the classrooms.

ACADEMIC INFORMATION

The heart of Dorena School is its academic program. It is our goal at Dorena for students to develop into independent learners and to attain the basic skills they will need to be successful in life. Coming to class prepared with all materials, maintaining a responsible attitude, and turning in assignments on time contribute to higher grades and responsible citizenship. Students who develop these habits feel positive about themselves and are successful in school.

GRADE REPORTING

Grade reports are issued at the end of each trimester (12 weeks). Grades are based on course requirements. The purpose of this report is to keep students and parents informed of each student's progress in each class.

PARENT CONFERENCES

Parents and teachers are encouraged to call or email one another if there are persistent problems. Parent conferences are held during each trimester. Other conferences may be scheduled at the request of a parent or teacher at any time during the school year.

PROMOTION, RETENTION AND 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.

EIGHTH GRADE PROMOTION

Any student who has two or more F's in the third trimester will not be able to walk in the promotion ceremony. Also, any student with excessive behavior referrals throughout the year will not be eligible to participate.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books are issued to students for no fee. Please help your students return books to the Library on time. Students may be withheld from school activities if books are returned damaged.

TECHNOLOGY AND INTERNET

Students of South Lane School District have a lot of resources available to them. Computer instruction is embedded in many classroom assignments and projects, as our school staff believes that it is important for students to learn how to use current technology. If you feel that your student is not ready or is unable to abide by all rules, regulations, and guidelines covered by the General and Student Acceptable use policies. You, as their parent and/or guardian may opt-out of part or all of the access provided by South Lane School District to your student. Please fill out and turn in the Technology Opt-Out Form located on the school website or request a form from the school office.

ALTERNATIVE EDUCATION PROGRAM

Dorena staff will provide information about alternative programs for those students with special academic, behavioral, or attendance concerns. If you have questions, please contact a school administrator or counselor (See Appendix 4).

TALENTED AND GIFTED PROGRAM

In order to serve academically talented and gifted students in K-12, including talented and gifted students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, the district will identify students based on:

- Behavioral, learning and/or performance information;
- A nationally standardized mental ability test for assistance in identifying gifted students;
Oregon Statewide Assessments Testing for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified. If you are interested in a TAG plan for your child, please contact the Principal.

SPECIAL EDUCATION

Approximately one in six of our students qualify under special education law to be served by an individualized education plan. If you believe your child might be eligible, please contact the school office or your child's teacher.

RESTROOM USE-PRESCHOOL

Preschool students shall use the restroom in the classroom. Restroom breaks for small groups of students may be done in the main building. Teacher/assistant will clear the restrooms of K-8 students to allow for supervision of preschool students. Boys and girls will use separate restrooms. Teacher/assistant will remain at the entrance to ensure supervision.

SURVEYS, ANALYSIS, AND EVALUATION

No student can be required, as part of any program, to take part in a survey, analysis, or evaluation about certain topics incl. political affiliation, psychological problems, or critical appraisal of others, and other related topics. Parents/students who believe a violation has occurred shall notify the principal in writing.

ROOM PARTIES

Classroom parties will vary by teacher. Parents are invited to ask their student's teacher how they can help. All baked goods used for school must be commercially made. Healthy options must be available at all parties. Costs of the parties are offset differently, and are up to each individual classroom teacher.

PERSONAL PARTY INVITATIONS

Occasionally, students and/or parents plan birthday parties or get-togethers for a group of friends after school. Please mail your invitations. Children, who are excluded, intentionally or unintentionally, may have hurt feelings. **Please, do not distribute invitations at school, unless the whole class is invited.**

FIELD TRIPS

Pre-8th grade students may participate in field trips to various local sites. Before they may participate, they must have a current registration with the contingency section filled out indicating that the parents have verified field trip permission. However, students may be transported by or released to parents, if parents or guardians fill out a permission form with the school office. Students are expected to travel to and from the events via the designated school transportation. Parents will be requested to help financially support field trips. Scholarships may be available. Please speak with your child's teacher if you need a scholarship. If you would like to volunteer on the field trip, please have a current volunteer form on file with the school office.

SCHOOL PICTURES

School pictures will be taken in the fall. The available packages must be prepaid. All students will be in the class composite photo unless the parent notifies the school office otherwise. The picture company will guarantee satisfaction with the pictures.

STUDENT ATTENDANCE

Attendance plays a definite part in your child's school life. Each day missed causes a break in the learning program, making it difficult for the student to keep pace with his/her classmates.

ORS (339.030) states every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term. The student is excused by the school for certain specific reasons, which are:

- Personal illness
- Family illness
- Emergencies, e.g., medical appointments
- Absences which have been arranged and approved by the school in advance, e.g., funeral service

The school, as the agent of the state, has the responsibility for determining whether an absence is excused or not. **Absences for haircuts, shopping, babysitting, hunting trips, family vacations etc. cannot be excused.** If a student is to be absent, a parent or guardian needs to call the school. If no call is received or no note is brought in to the office by the student upon returning to school, the absence will be unexcused.

Extended or excessive absences that are medical in nature may require a note from the physician. If your child is gone for a medical appointment, please plan on them attending prior to the appointment or returning to school afterwards unless your doctor indicates otherwise. Notes excusing students for medical reasons must indicate the dates/times that the student is excused.

Irregular attendance: The school must consider eight, unexcused one-half day absences in any four-week period to be considered irregular attendance (OR 339.065). Irregular attendance may result in an attendance referral. Irregular attendance may result in a citation issued by the County Truancy Officer, which could result in a court appearance and/or a fine of up to \$160 for the first violation and \$640 for subsequent violations.

TARDIES

If the student arrives to school after 8:00 AM, they are to report to the office to check in. They are **not** to go directly to their classroom. Excused tardies are doctor/dental appointments, family emergencies or illnesses only. *All other tardies will be considered unexcused.* To excuse a tardy, a parent may call the office, write a note or come in with the student. In the case of students who have excessive tardies or absences, every tardy to school may be calculated as a half-day absence.

STUDENT DISMISSAL

- ◆ **Preschool students must be signed out of the preschool classroom, if they are picked up early.**
- ◆ **Parents who find it necessary to remove children during the school day must meet their child at the office and sign him/her out with the secretary or principal.**
- ◆ All children are expected to go home immediately after school unless retained for special help. Students will not be kept after regular school hours unless parents have been notified in advance.
- ◆ If a student is to leave the school by any manner other than the customary way, he/she must present a note from their parent/guardian to the school office. This includes such cases as riding on another bus, leaving the bus before their regular stop, walking home from school, or staying after with a teacher. Please notify the school office as soon as possible of any change in the manner your child will be leaving school. Last minute changes at the end of the day should only be for emergencies and unexpected situations. **Students who ride the buses will be asked to get on bus unless they have a written note from the school office stating a change in their regular dismissal process.**

EMERGENCY DISMISSAL/CONTACT INFORMATION

Due to unusual weather or mechanical failure in the building, we may be forced to send students home early without prior notice. It is impossible to call all of the parents in such an event. In order to follow your wishes as much as possible,

parents are asked to fill out the Emergency Contact Information (on Registration Form) for **each** child at school. Copies of these forms are kept in the students' classrooms for easy teacher reference should the need arise. Please instruct your child about procedures to follow in the event of an emergency closure.

Important information will be published in the Cottage Grove Sentinel. Emergency announcements will also be broadcast over radio stations KNND (1400AM), KCGR (100.5 FM), KPNW (99.1 FM or 11:20 AM), or KUGN (97.9 FM or 590 AM).

South Lane SD, along with other local school districts and agencies, utilizes the FlashAlert Newswire system for emergency messages, such as breaking news or weather closure information. As the new school year begins, we encourage you to register with www.flashalert.net.

HOMEWORK REQUESTS/MAKE-UP WORK

If your child is absent, they are responsible for checking with their teachers the next day. For absences exceeding three or more days, teachers can prepare work, but need at least a 24-hour notice to do so. For pre-arranged absences, please message the teacher ahead of time and have your child get work prior to leaving. Messaging the teacher or calling the office before coming in to pick up homework will ensure that it is ready.

Family vacation – Although we recognize the need for quality family time spent in leisure, we do discourage vacations taken on school time. Often this gives the child the message that school is unimportant. If a family vacation is planned while school is in session, please notify the school and the teacher in advance.

SCHOOL/HOME COMMUNICATIONS

MESSAGES TO STUDENTS

Normally, messages to students will be delivered at the end of each period. Messages will be delivered to students at other times **only** if it is an emergency. **Please note:** the school office can only take a message to a student from those listed on parent/guardian or on emergency contact information. We would appreciate your assistance in keeping class disruption to a minimum by restricting messages to students.

TELEPHONE & ELECTRONICS USE

The school phones are to be used for school related business or for emergencies only. Cell phones and other electronics may be used after school only. They may not be used in the building during the school day without teacher permission. Unless directed by a teacher, cell phones should be turned into the teacher every morning and the teacher will return to the student at the end of the day. If a student violates this policy, the item will be held in the office and after the first warning will only be released to parents. In addition, a phone may be taken and searched if there is reasonable suspicion that it shows the student has bullied another student or otherwise broke a school rule

If a student calls or texts home regarding an illness or desire to be picked up without first checking in at the office it will be considered a violation of the cell phone policy and appropriate disciplinary action will be taken.

If a student texts, makes a Facebook post, or another form of electronic communication that is demeaning to another student(s) and is considered cyberbullying by school administration it will be dealt with and appropriate disciplinary action will be taken. This includes any communication that is made outside of school hours if it affects school activities/safety. In addition, taking/sharing/possessing video of any violation of school rules is considered being a part of the violation and problem and may be subject to discipline

CONTINGENCY INFORMATION

Contingency information is required to be on file for every student. Information needs to be updated if any information on your child changes, i.e., mailing address, phone number, emergency contacts or family situation. It is also important to know that we **WILL NOT** release your child or allow your child to visit with **anyone** who is not listed on the registration form

as a guardian or an emergency contact in the event that we cannot get in touch with you. Even though your child tells us it would be okay to release them to a neighbor or relative, we will not do so without your consent. It is important that we have an updated list **on each child** in the event of illness or emergency and you are not available. On the registration form you also give permission for your children to participate in field trips and/or photographs of them participating in school activities to be used in publications. Copies of these forms accompany classes on field trips. Students will not be allowed to participate in field trips or off-campus activities without an up-to-date contingency card on file.

Each student must have a CURRENT REGISTRATION FORM on file.
Please let the office know when changes occur, so the information is current.

PARENT 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 should be requested in a timely manner.

MEDICATION / ILLNESS / FIRST AID

STRONG SCENTS POLICY

Staff and/or students may have allergies to strong odors. Due to this, we ask that all persons visiting, volunteering, or attending Dorena School refrain from wearing strong scented cologne or perfume.

IMMUNIZATIONS

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 he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request. **Students entering 7th grade are required to have their Varicella vaccination if they have never had chickenpox.** *If your child has had chickenpox, please let the school nurse know the approximate date.*

MEDICAL PROBLEMS

It is advisable that parents of students with medical problems (allergies, asthma, etc.) discuss the child's condition with the school nurse/office manager and teacher. We ask that you keep the school informed of progress of medical problems and of any new concerns, which develop after the child starts school.

MEDICATION

School personnel may not dispense or administer medication to students except upon completion of the "Approval of Administration of Medication" form. The form may be obtained from the school office.

- Short term prescribed medication (10 school days or less) may be given with parent signature, providing medication is in the original pharmacy container (very important).
- Long term prescribed medication (more than 10 school days) may be given where there is a signature of both parent and physician and the medication is in the pharmacy container.
- Aspirin, cough drops or any other non-prescription drug, needs a parent's signature in order to be given by the school office.

Parents must bring in medications to the school office in original containers.

Students cannot transport medication on the bus.

ILLNESS AND INJURY

Sick children should be kept at home until free of symptoms of illness. Children with elevated temperatures above 100.5 should not be in school, until they are fever free (below 100.5) for 24 hours (without medication).

Conditions for which a child should remain out of school include: fever, severe head colds, persistent cough, sore throats, vomiting, undiagnosed skin rashes, and inflamed eye(s) communicable diseases. **Your child will be sent home with a temperature of 100 degrees Fahrenheit or more.**

Treatment in case of injury while at school offers minimum first aid by staff. If the staff considers an injury to be at all serious, an attempt will be made to reach the parents. Only in extreme cases do we contact a doctor first. Please keep emergency information updated for your child at the school office. Documentation of injury, date, time and place will be kept in the main office.

HEAD LICE

Background – It is the position of the American Academy of Pediatrics that no healthy child should be excluded from or allowed to miss school time because of head lice. No-nit policies for return to school should be abandoned. It is the position of the National Association of School Nurses that the management of pediculosis (infestation by head lice) should not disrupt the educational process. No disease is associated with head lice, and in-school transmission is considered to be rare. When transmission occurs, it is generally found among younger-age children with increased head-to-head contact. Students with nits only should not be excluded from school, although further monitoring for signs of re-infestation is appropriate. It may be appropriate to screen other children who have had close head-to-head contact with a student with an active infestation, such as household family members, but classroom-wide or school-wide screening is not merited. (South Lane Policy JHC-AR).

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. A student with certain school restriction 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. These diseases include: chicken pox*, diphtheria, measles, meningitis, mumps*, whooping cough, plague, rubella, scabies*, staff infections*, strep infections*, and tuberculosis. Parents with questions should contact the school office.

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 non-intact skin, mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Any such risk is serious; however, the district requires that staff and students approach infection control using standard precautions. Each student and staff member is to assume all direct contact with human blood/body fluids as infectious for HIV, AIDS, HBV, or other infectious diseases and appropriate blood-borne illness.

As a general rule, a student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges, and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.

“Special risk” student means those students infected with HBV or HIV whose health-care provider has reasonable grounds to believe this student could present a special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student’s ongoing history of biting others.

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 continue attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Parents of an HIV student five years or age or younger, or any other HIV student deemed special risk by the student's health-care provider, as well as parents of any students with AIDS, are required to notify the superintendent of the student's infection in order to be granted permission to continue to attend school.

Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs. Individuals with questions regarding these requirements of law or district procedures should contact the school nurse.

HEALTH & WELLNESS

HEALTH ASSESSMENT AND HEALTH RECORDS

Health assessment for height, weight, vision, and dental problems are conducted at the school every year. Parents will be notified if there is a health problem or concern. The school nurse maintains a health file on each child. These records are part of your child's permanent records. To ensure that your child's health records are up-to-date, please let the nurse know about pertinent health information or when your child receives additional immunizations.

HEALTH & WELLNESS POLICY

South Lane School District is joining with school districts across the country to establish policies for schools that promote and support the development of healthy habits for all children. Healthy eating patterns and increased physical activity are essential for students to achieve their academic potential.

HEALTHY EATING AT SCHOOL

The District will minimize access to foods of minimal nutritional value at school. The District will offer nutritional food and beverages in their place. Foods of minimal nutritional value include soft drinks, chewing gum and candy.

The District asks that parents follow these guidelines when bringing food to school for lunches, celebrations or planning school fundraisers:

- Lunches from home: soda or energy drinks will not be allowed in lunches brought from home. Please provide bottled water or juice. Milk can be purchased for \$.50.
- Classroom parties & School events: All food sales and school sponsored events (including classroom parties) will offer a selection of nutritional foods which may include fresh fruit & vegetables, low fat crackers, granola bars, pretzels, whole grain products, dried fruit, low fat yogurt, or small amounts of nuts and seeds. The needs of students with special dietary restrictions will also be considered. Healthy options must be available at all parties.
- Fundraising: The District will encourage student and parent organizations to raise funds through the sale of items other than food. Foods sold for fundraising purposes shall not be sold while lunch or breakfast is being served and are encouraged to offer healthy choices.
- Food as Rewards: Schools will limit the use of food with minimal nutritional value as incentives for behavior or academic performance.

EMERGENCY PROCEDURES

DRILLS – FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

Students and staff shall participate in emergency drills or rapid dismissal for fire, earthquakes or other emergencies at least once a month during the school year. When the alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly manner.

SCHOOL CLOSURE

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. In cases of inclement weather, please tune your radio to KNND, KPNW or KUGN after 6:00 a.m. for information. You may also subscribe to FLASH NEWS and FLASH ALERT. Flash News is a website that provides emergency and school closure information to Lane County Schools. You can access this when you have reason to believe that there is a school closure or delay. This can be accessed at <http://www.flashnews.net/valley.html>. You simply click on “View Current Info” in the top left hand corner of the page, and emergency and closure information will appear. FlashAlert is a process by which you can receive an e-mail or a text message about emergency and school closure information, as well as current information about the school and district. You can sign up to receive these communications at <http://www.flashalert.net>. Simply click on the “subscribe” message on the left hand side, and follow the directions. If you do not have internet access, you can still receive the text message alert on your cell phone.

EMERGENCY MEDICAL TREATMENT

Parents shall complete a medical form each year that includes a provision for parental consent for district officials to obtain medical treatment for the student. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary.

PARENT PARTICIPATION

PARENT VOLUNTEERS

Parent and community volunteers are a valuable resource to Dorena School. We encourage volunteers to donate their time and talents to help make a difference in our students' education. Please contact the school office to complete paper work to become a volunteer. A criminal history background check is done on all volunteers by SLSD for safety reasons. This needs to be updated every two years. Examples of activities needing volunteers are: field trips, enrichment classes, classrooms & class parties, gardening, health screenings, winter program, small group instruction, fundraisers, library and computer lab support.

PARENT CLUB

Dorena's Parent Club meets monthly in the cafe. This is a great opportunity for parents to be involved with the school. The group provides input to, and gets information from, the school administration while also helping to support important school programs. Meeting times will be set in the fall of each year.

VISITORS

Parents, guardians, grandparents, and other visitors are welcome. Please contact the school office or teacher before visiting so that you are familiar with the activities for the day. We are responsible for the safety of our students, so it is essential that we know who is in the building and for what purpose. You may not assist other students at school unless you have filled out the appropriate volunteer forms.

Please check in at the office upon your arrival at school. You will be required to sign in, wear a volunteer/visitor's badge & sign out when you leave. Never enter a classroom unannounced.

STUDENT VISITORS

Under certain circumstances, and at occasional times, student visitors may be allowed as guests of our students. The following guidelines will be in effect:

1. Arrangements must be made at least 24 hours in advance with the school office.
2. The guest must be a student in the same grade as the host.
3. The guest must be from out of town and be a houseguest of the host student. Guests from South Lane or other area schools (Eugene, Springfield, Roseburg, etc.) will not be permitted without prior arrangements with his/her own school, Dorena School's principal, and the classroom teacher.

SCHOOL FACILITIES

The school facilities and some equipment (tables & chairs) are available for use by the community. The "Use of Facilities" request form is available in the school office. There is a deposit fee for use of facilities & equipment that is required by South Lane School District.

PHYSICAL EDUCATION

All students are expected to participate in P.E. classes, including the swimming unit at the pool. A doctor's excuse is required for extended injuries or illness resulting in at least three days out of P.E. In other cases, P.E. teachers will judge the student's ability to take P.E. Students will be issued copies of specific P.E. guidelines at the beginning of the year.

SCHOOL AND STUDENT PROPERTY

LOCKERS – Middle School Only

Lockers are assigned by the teacher to give students a safe place to put their personal property. Students may not change lockers without permission from their teacher. Theft can become a problem so students are advised to **not bring personal property to school.**

Personal locks cannot be used at any time on school lockers. Locker decorations are limited to items easily removed and non-damaging to the locker surface or structure. Stickers and signs must not promote sex, tobacco, or drugs (including alcohol). **Locker damage will be assessed.**

LOST OR STOLEN ARTICLES

The vast majority of items reported stolen are actually misplaced or lost. Please have your child check lost and found areas (office, gym, cafeteria and hallway) for missing items. Dorena School is not responsible for lost or stolen items. Dorena School strongly discourages students from bringing electronics or other expensive items to school.

STUDENT BELONGINGS

Students' belongings (clothing, books, etc.) are the student's responsibility. **Please limit things brought to school** and do not allow students to bring items that may distract them or others from the primary purpose of school – learning.

It is our recommendation that high-priced items such as phones and tablets not be brought to school. If you choose to bring these items to school, we recommend they be turned into your teacher or the office upon entering the building until the end of the school day.

IF YOU DON'T WANT IT LOST OR STOLEN, DON'T BRING IT TO SCHOOL.

STUDENT CONDUCT & DISCIPLINE

Respect, Outstanding Effort, Act Safely, Be Responsible

Students at Dorena respect themselves, their peers, and staff members. They put great effort into their work as they strive to be prepared for the future. Students act safely, refraining from horseplay and other dangerous acts. There may be times when a parent may not agree with the actions of the school. If this happens, we strongly encourage parents to contact us and make an appointment to discuss the matter with the teacher or administrator handling the case. Our goal is to deal with all students in an open, fair, and consistent manner. Oregon Revised Statutes 339.240 requires school districts to develop clear rules for student conduct. A complete discipline policy is available upon request.

STUDENT RIGHTS

- Students have the right to know what the rules are and the possible consequences for violation.
- Rules will be enforced by all staff members in a firm, fair, and consistent manner.
- Positive attitudes and respectful behaviors will be recognized.
- When problems arise, students will have the opportunity to tell their side of an issue to a school official.

STUDENT RESPONSIBILITIES

- Students will respect the rights of teachers to teach and other students to learn.
- Students will promote a positive school environment. (Put-ups not put-downs)
- Students will display courteous and cooperative behavior at all times.
- Students will resolve problems peacefully.

STUDENT DRESS

We expect that all students will dress in a way that is appropriate for a school setting and that their choices respect Dorena's intent to sustain a community that is inclusive of a diverse range of identities. Students who make inappropriate or insensitive choices will be expected to reconsider. Inappropriate choices may include: strapless clothing, bare midriffs, excessively short shorts or skirts, revealing shirts and tops. No article of clothing that includes profanity, has sexual innuendoes or promotes tobacco, drugs, alcohol or firearms is allowed. Visible undergarments and sleepwear (including blankets and pillows) are not appropriate for school. Students must wear proper footwear at all times (no slippers).

Students may wear hats, hoods or other headwear to and from school, but all headwear must be removed while on school grounds. Winter weather hats may be worn during outside periods when appropriate. **Office administration will determine what is "inappropriate" and/or "insensitive." Students not complying with this dress code will be required to change their clothing or face discipline.**

BUS BEHAVIOR

ORS 581-53-010: Rules Governing Pupils Riding School Buses

- (1) Pupils being transported are under authority of the bus driver.
- (2) Fighting, wrestling, or boisterous activity is prohibited on the bus.
- (3) Pupils shall use the emergency door only in case of emergency.
- (4) Pupils shall be on time for the bus both morning and evening.
- (5) Pupils shall not bring animals, firearms, weapons, or potentially hazardous material on the bus.
- (6) Pupils shall remain seated while bus is in motion.
- (7) Pupils may be assigned seats by the bus driver.
- (8) When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- (9) Pupils shall not extend their hands, arms or head through bus windows.
- (10) Pupils shall have written permission to leave the bus other than at home or school.
- (11) Pupils shall converse in normal tones; loud or vulgar language is prohibited.

- (12) Pupils shall not open or close windows without permission of driver.
- (13) Pupils shall keep the bus clean, and must refrain from damaging it.
- (14) Pupils shall be courteous to the driver, to fellow pupils, and passersby.
- (15) Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
- (16) Rules Governing Pupils Riding School Buses must be posted in a conspicuous place in all school buses.

CONSEQUENCES FOR MINOR BUS INFRACTIONS

The driver usually begins with 3 verbal “chances” with discussions and possible seat assignments, followed, if necessary, by 1 verbal “warning”.

Second warning – seat assignment, written referral sent to office and home.

Third warning – further seat assignment, written referral sent to office and home.

Fourth and further warnings/referrals – suspension of student from bus riding privileges – ranging from 2 days to remainder of semester of year, depending on number of incidents and/or severity.

CONSEQUENCES FOR MAJOR BUS INFRACTIONS

Major bus infractions could possibly result in immediate suspension for a period from 2 days to the remainder of the year no matter how many previous incidents.

BUS SAFETY TIPS

While waiting for the bus, students should not stand on the main road, but should be standing back on the shoulder of the road and completely out of the path of moving vehicles. The students should never engage in playing, pushing or scuffling while waiting for the bus. If there is insufficient room on the side of the road for a safe waiting zone, the students should stay on the left side of the road and cross the road after the bus has stopped. The bus driver will bring the bus to a complete stop, have the flashing red lights operating, check for oncoming traffic, and motion the students to cross the road. Never are students to cross a road when a school bus is at the stop until the driver has motioned them across the road. When unloading, the students must wait on the right, in front of the bus, look up at the driver (who has the responsibility to check for moving traffic) and cross the road when motioned to do so by driver.

If a student is to leave the school by any manner other than the designated way on the registration form filed with the office, he/she must present a note from their parent/guardian to the school office. This includes such cases as riding on another bus, leaving the bus before their regular stop, or walking home from school. Regularly scheduled meetings such as piano lessons, Cub Scouts, etc., require only one note stating the day of the week such meetings are planned. If you need to make a transportation change, please contact the school office as early as possible in the day. **Excessive bus scheduling changes will be addressed by the principal if they are not for emergencies.**

INAPPROPRIATE BEHAVIOR

Any student who chooses to commit an act which is dangerous or potentially dangerous to the safety or welfare of other students and/or staff, or is detrimental to the orderly operation of the school, a school-sponsored activity, or any other aspect of the educational process within the District shall be subject to school discipline, suspension or expulsion, and possible law enforcement referral. *The following violations by a student on school premises (or in reasonable proximity thereto) or off school premises at any school-sponsored activity will constitute sufficient causes for discipline, suspension or expulsion.* Violations are divided into **minor** and **major** classifications.

MINOR VIOLATIONS (Staff Managed Problem Behavior)

Minor violations are those that include actions which are infrequent, annoying, and mildly distracting. These violations will be dealt with by all adults in the building. This includes custodians, secretaries, or anyone else who is an adult. Repetitious minor violations can become major violations. Disciplinary action (such as after-school detention or time out) may or may not be assigned for a minor violation as deemed appropriate by the handling adult.

Minor Classroom Disruption (talking out of turn, being unprepared for class, horseplay, etc.): Each teacher will outline

expectations and consequences for misbehavior in that class. Possible consequences include a teacher conference with the student, parent contact, and removal from the room.

Non-Directed Obscenity (directed at no one in particular): Obscene words and swearing are not acceptable in a school setting. Students are expected not to swear.

Hallway/Breezeway Misbehavior: It is expected that students will not be excessively noisy and rowdy in the hallway/breezeway. Running, loud whistling, and horseplay are examples of unacceptable behavior.

Gum Chewing: Gum chewing **is not allowed** at school. The discharge of gum creates a health hazard as well as a problem for our custodial staff.

Nuisance Items: Items that create a disturbance are not to be brought to or used at school (rubber bands, pins, squirt guns, toys, gag items, radios, laser pointers, etc.). These items will be confiscated. They may be returned to the student at the end of that day. The second time and any time thereafter that items are confiscated from the same student, they will be turned in to the office and the items will be returned only to the parent. Items such as rubber bands, pins, etc., will be discarded and not returned.

Excessive Affection: Out of respect for others in our public setting, displays of affection are limited to hand-holding, brief casual hugging, and interlocking arms.

Energy Drinks: Energy Drinks and coffee drinks have been shown to be harmful to early teens and are not allowed on campus. Students who have these drinks will be asked to dispose of them. Water may be allowed in certain classrooms with permission from the teacher.

Lunchroom misbehavior: Lunch behavior expectations are:

- *Walk to and from the cafeteria
- *Tables and floors are to be kept clean
- *There is to be no cutting in line
- *Nothing is to be thrown or tossed
- *Courtesy and good table manners are expected at all times.

Students who misbehave at lunch may be assigned clean-up duties or detention.

Infractions of a minor nature are generally enforced and the consequences given by the individual supervisor. Students who violate the above rules may be assigned a time out or detention. When a student repeatedly violates these rules, the matter will become a major violation.

MAJOR VIOLATIONS (Office Managed Problem Behavior)

Major violations occur when a student's actions endanger others or disrupt the educational setting, or when a pattern of minor offenses has developed. The behaviors under this category will be dealt with by school administrators or their designees. In addition, while staff are not always available to supervise students to and from school, their actions may still result in discipline.

Arson, Fire Alarm, and Bomb Threats: These all present clear danger to students and staff and are a disruption to the school process. No students will expose others to unnecessary dangers through arson or false fire alarms.

Assault (physical attack on another person): Students have the right to be free from physical abuse from other students. Students will not use physical violence to abuse others. Kicking, punching, etc. will be dealt with as a very serious matter. Students using physical violence may be subject to civil court action.

Open Defiance to Staff Member (refusal to obey in words or action): Students have the right to positive educational experiences free from disruption or intimidation. By law staff members have the right and responsibility to make reasonable requests of students and to maintain order. No student has the right to intimidate, disrupt, or become hostile toward any staff member.

Use or delivery of over-the-counter Drugs, Alcohol, and Drug Paraphernalia: Consistent with the school district's goal of zero-tolerance for drug possession and use, no student is to be in possession of drugs, alcohol, inhalants, e-cigarettes, drug paraphernalia (pipes, containers, etc.), or any drug mimicking items (such as vapor pens) at any time while on or adjacent to school grounds or at any school-sponsored activity. No student shall be under the influence of drugs or

alcohol while on or adjacent to school grounds or at any school-sponsored activity. Students found to be possessing, selling, buying, or distributing alcohol and drugs (including over-the-counter drugs/medication and herbal/energy pills) on or adjacent to school grounds or at any school-sponsored activity will be subject to a minimum 3-day suspension, notification of parents and police and substance abuse assessments. An unlawful drug is any drug not prescribed by a licensed medical practitioner.

Fighting (using physical action to inflict hurt or injury to another): Fighting is dangerous and does not solve problems but only creates new ones. Students are not to resort to physical violence while under the authority of the school. Peaceful options exist to resolve conflicts, and our school staff will assist students in need. In addition, students who choose to watch, rather than get help, are encouraging the fight and may also be disciplined.

Fireworks: Fireworks in any form (cigarette lighters, matches, smoke bombs, firecrackers, poppers, etc.) are not acceptable at any time on school grounds. Both possession and use of fireworks are in violation of school rules.

Forgery: Students have the responsibility to bring or use valid signatures when presenting documents to the school. Presenting something with a forged signature or forging a signature is not acceptable.

Harassment or other Discrimination: Students shall refrain from any racial, sexual, general harassment or discrimination by words or actions, including e-mail and other internet communication, and shall comply with the district's nondiscrimination policy, which is outlined on pages 22 & 23. If harassment occurs outside of the school day, we encourage parents to contact law enforcement.

Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Sexual harassment may include such actions as sex-oriented verbal kidding, teasing, or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching, or brushing against another's body; or demands for sexual favors.

General harassment and bullying are defined as unwanted negative attention from peers that is ongoing and explicitly directed at an individual or group.

Racial harassment is defined as, based on his/her race, subjecting another person to offensive physical contact, insulting another person by abusive words, actions, or gestures, or threatening to inflict serious physical injury on another person or any member of that person's family.

Theft: Students, staff and school district patrons have the right to have their property safe from theft. Stealing from the school or individuals is wrong and strictly forbidden. Police may be contacted.

Tobacco: The use of tobacco presents a clear health hazard for students; therefore, it is the goal of the school district to provide a tobacco-free environment. Possession and/or use of tobacco products by students will not be permitted on district property, at school activities, or in close proximity of school grounds.

Vandalism: No student will cause destruction or damage to school or personal property. Graffiti is also a type of vandalism. The school will attempt to recover (through legal action, if necessary) from the students or their parents the actual cost of repair or replacement of vandalized or destroyed property.

Weapons: Students are not to be in possession of any weapons or any item that is used as a weapon. These include guns, knives of any kind, clubs or any object whose perceived or intended purpose is to physically harm a person. Toys that resemble weapons are also forbidden. In accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons. In accordance with Federal law, students bringing a weapon to school shall be expelled up to one year. On a case-by-case basis, the superintendent may determine if an expulsion for less than one year is appropriate.

Gambling: In accordance with State law, students will not gamble.

Directed obscenity (obscenity directed to or about a specific individual): Students and staff have the right not to be subjected to degrading and profane language. Students will not use obscenities when speaking to or about another individual.

Lying/Cheating: Lying – students failing to tell the truth or withholding information. Cheating – students engaging in dishonest activity.

Repetitious Minor Violations: When a student is referred to the office for repetitious minor violations (more than three), the matter will be dealt with as a major violation.

Referral to the Office from Classroom: Students are expected to exhibit appropriate behavior in the classroom as outlined by the teacher. When a student is referred to the office as a result of not responding to his/her teacher's classroom discipline plan regarding "Minor Violations" and general expectations, the matter will be dealt with as a "Major Violation".

Misconduct that Occurs Off-Campus: Students may face disciplinary consequences for conduct that occurs off the school premises at school-related or supervised functions and at a school bus stop, including (1) behavior that occurs while traveling to and from school if the behavior has a threatening effect on student safety or physical or mental health or (2) any off-campus behavior that would otherwise tend to disrupt the educational process or the operation of the school or district.

CONSEQUENCES FOR MAJOR VIOLATIONS

School officials occasionally may find it necessary to discipline a student or even remove the student from the formal learning environment for a period of time. Officials have discretionary power in invoking disciplinary actions and procedures in order to maintain a climate conducive to learning and to the protection of individuals and property. Before an expulsion can occur, there must be a hearing before the superintendent or his or her designee. School actions are civil and not criminal matters.

Violations may result in Counseling, Parent Conference, Detention, Community Service, In-School Suspension, Out-of-School Suspension, or Expulsion. Alternative consequences as suggested by parent/guardian or students may be appropriate. Parents/guardians and students are encouraged to suggest alternative consequences to a school administrator. *See page 23 for a detailed list of consequences for major misbehaviors.*

1. Formal Discipline Procedures

In-School Suspension: An in-school suspension is a temporary exclusion from regular classroom attendance not to exceed two consecutive complete school days. The student is assigned to a supervised work area and will perform his/her regular class work in addition to completing a learning packet that will teach them about the behavior that was inappropriate.

Out-of-School Suspension: An out-of-school suspension is a temporary exclusion from school attendance for a period not to exceed ten school days. In special circumstances a suspension may be continued until some specific pending action occurs, such as a physical or mental examination or incarceration by court action. In those cases, in which the school official states that the suspension will continue until a parent conference occurs, the suspension notice will state that it will not exceed ten school days.

NOTE: During periods of suspension (in school and out of school) – students are not to be on school grounds or attend school related events).

SEE APPENDIX 1, DUE PROCESS PROCEDURES FOR OUT-OF-SCHOOL SUSPENSIONS

Expulsion from School: An expulsion is a long-term exclusion from school attendance and requires a hearing before the Superintendent or his/her designee. State law provides that the expulsion of a student will not extend beyond the current term or semester, unless the semester ends within such a period of time that the expulsion

would be too short to be effective. However, the expulsion will not extend beyond the one calendar year, except a student who is determined to have brought a weapon to school in the district shall be expelled for a period of not less than one year. The superintendent may modify the expulsion on a case-by-case basis.

Required Expulsion Hearings: The school principal or designee may recommend an expulsion for any serious misconduct but is required to request an expulsion hearing when he/she believes a student is guilty of the following offenses: the possession, transmission, or use of a gun on school property or at a school-sponsored event; the sale or distribution of a controlled substance and a Category IV violation of the interagency substance abuse intervention and networking agreement (see Appendix 3). Only the superintendent, as the designated representative of the district school board, or his/her designee has the authority to expel a student. A hearing must be conducted before an expulsion occurs unless the student's parents or guardian, or the student, if 18 years of age or older, waives the right to a hearing.

SEE APPENDIX 2, DUE PROCESS PROCEDURES FOR EXPULSIONS.

2. Physical Discipline

Oregon Statute and School Board Policy prohibit the use of physical discipline. However, a teacher, administrator, school employee, or school volunteer is authorized to use reasonable physical force upon a student when, and to the extent that the individual reasonably believes, it is necessary to maintain order in the classroom or school, or at a school activity or event, whether or not it is held on school property. When so used, physical restraint will not be considered a form of physical discipline.

3. Suspension or Expulsion of Disabled Students

If there is a relationship between a student's disability and the behavior requiring discipline, it is necessary to follow the procedures outlined in the district's Special Education Policies and Procedures Handbook. The short-term suspension of a disabled student is generally considered to be reasonable while an expulsion may require that the district follow the procedural requirements of federal law.

4. Required Reports to Law Enforcement Agencies

Violations of the district's rules related to guns and dangerous weapons; the intentional or reckless destruction of school property; and coercion, assault, menacing, or threats must be reported to the police. A school official may inform the appropriate law enforcement agencies when a student is suspected of committing other illegal acts on the school campus or at a school-sponsored activity.

5. A Student's Right to Hear His or Her Accuser

a. Complaints and Accusations Made by Staff Members: A student may hear directly from the teacher or other staff member the specific complaints or descriptions of unacceptable behavior.

b. Complaints and Accusations Made by Other Students: In recognition of the special jeopardy in which student witnesses may be placed, and considering the possible traumatic effects on a student witness of adversary proceedings conducted by attorneys, police officers, or court officials, the complaining student may not be required to face the accused nor to have his/her identity revealed. When it is determined that a complaining student should not face the accused, a school official may then become the official complainant. However, extreme care must be exercised by school officials to ensure that a student is not disciplined solely on hearsay evidence.

A school official, as a public officer, may not be examined as to communications made to him/her in official confidence, when the public interest would suffer by such disclosure. However, the school official investigating is under a special obligation to assure the careful and cautious investigation of all relevant facts and testimony.

POSSIBLE CONSEQUENCES FOR MAJOR VIOLATIONS

PROBLEM AREA	OCCURRENCE	MINIMUM	MAXIMUM
Fighting / Assault	1 st Referral	Parent involvement, ISS	Suspension or Expulsion hearing, Possible police contact,
	Repeated	ISS/Restriction, Contract	Suspension or Expulsion hearing, Possible police contact,
Harassment / Bullying	1 st Referral	Detention, ISS, Parent involvement	Restriction/Suspension
	Repeated	ISS/Short term suspension	Long term suspension or expulsion hearing
Possession of Tobacco, Drugs, Alcohol, Dangerous Substances	1 st Referral	ISS, Parent involvement, Tobacco education program	Suspension or expulsion hearing, Drug assessment, Possible police contact
	Repeated	Short-term suspension	Long term suspension or expulsion hearing, Drug assessment, Possible police contact
Defiance / Insubordination	1 st Referral	Parent involvement, ISS	Short term suspension
	Repeated	Parent involvement, ISS or short-term suspension	Long term suspension or expulsion hearing
Possession of Weapons	1 st Referral	Confiscation, Parent conference, Possible suspension	Long-term suspension or expulsion hearing, Police contact
	Repeated	Long term suspension and Parent involvement	Expulsion hearing. Police contact
Stealing	1 st Referral	ISS, parent contact, Restitution	Suspension and restitution. Police contact

	Repeated	Short term suspension and Restitution, contract, counseling	Long term suspension and restitution. Possible police contact
Vandalism	1 st Referral	Work detail and parent involvement	Restitution and suspension. Police contact
	Repeated	Work detail and restitution, contract	Long term suspension and restitution, Police contact
Continued Minor Misbehaviors Mischief Disruption	1 st Referral	Work detail or lunch detention, parent Involvement, contract, counseling	ISS, School Counseling
	Repeated	ISS, parent Involvement, contract, counseling	Suspension

*Students who develop a pattern of major violations may be recommended for expulsion.

APPEAL PROCEDURE

Any student or parent/guardian may appeal any disciplinary action taken by school personnel. Any student, parent, or guardian who is affected by any disciplinary action has the right to a hearing with the principal or his/her designee and any other staff member involved.

SEARCH AND SEIZURE

The United States Supreme Court has determined that students have a legitimate expectation of privacy, which is protected by the 4th Amendment of the United States Constitution. Schools must have reasonable suspicion that the student has violated or is violating a law or school rule before conducting a search. Searches must be reasonable in scope and not excessively intrusive in relation to the nature of the suspected infraction or the student's age and sex.

Student Searches – The search of a student's person or belongings will be limited to a time when there is a reasonable suspicion to believe that the student is withholding evidence of an illegal act or violation of a school rule. Any search of a student's person will be conducted in the privacy of a school office except in an emergency where delay might endanger the welfare of other persons.

Seizure of Property - Illegal items, stolen property, or other possessions reasonably determined by school authorities to be a threat to the safety or security of students or others will be seized by school officials. Such items include, but are not limited to guns, other dangerous weapons, illegal drugs, and drug paraphernalia. Other items that may be used to substantially disrupt or materially interfere with the education process may be temporarily removed from the student's possession. Dangerous weapons, including guns, knives of any kind, metal knuckles or any other weapon, the purpose of which is to injure other persons or property, will be promptly turned over to a representative of the appropriate law enforcement agency. Parents will be notified whenever an illegal item is removed from a student's possession, unless the notification will unduly interfere with the investigation of the law enforcement agency.

USE OF LOCKERS AND DESKS –

Assignment of Lockers and Desks: Lockers and desks belong to the school district and are assigned for the convenience of students. They are to be properly cared for by students and not used for the storage of illegal or dangerous items, items prohibited by this handbook, or evidence of an illegal act or violation of a school rule.

General Inspections of Lockers and Desks: A general inspection of lockers or desks may be conducted by school officials on a regular basis. Lockers may be chosen randomly for inspection. Items belonging to the school and not appropriately in the student's possession will be seized and returned. Illegal or dangerous items, or items prohibited by this handbook, will be seized and held for appropriate disposition.

Special Inspections of Individual Student Lockers or Desks: Special inspection of individual lockers or desks may be made when there is reasonable suspicion to believe that illegal or dangerous items or items that are evidence of a violation of the law or school rules are contained in them.

VIDEO SURVEILLANCE

To ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment video cameras may be used in locations as deemed appropriate by the superintendent.

Information or evidence obtained thru video recordings may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

PARENT COMMUNICATION

CONFERENCES

Parent-teacher conferences will be scheduled in October and February. Report cards are sent home in December, March, and June. Progress reports may be sent in between report cards. A parent or teacher may request a conference any time during the year.

NEWSLETTERS

Newsletters will be sent home regularly and may be supplemented by mini newsletters, informational flyers, bulletins, and/or notes as events occur of which you need to be advised.

NOTES/PHONE CALLS

A note or phone call to the teacher is always appreciated when you have information or a question that is pertinent to your child's education, health, or general growth. Personal conferences can be arranged with teachers or the principal by calling or sending a note requesting one.

STUDENT RECORDS POLICY

PERSONALY IDENTIFIABLE INFORMATION

The Family Educational Rights and Privacy Act of 1974 (FERPA) permits a school district to identify certain information as "directory information" which may be released publicly without the permission of the parent/legal guardian or the student.

The South Lane School District identifies directory information about the student as the following: name, address, telephone number, photo, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, diplomas and awards received, schools attended and other similar information. Directory information may be used for purposes such as publication of a student directory, parent organization mailing lists, school year books and newspapers, commencement programs and publication of honor rolls and other school information about students in the public media. Such information will not be released for commercial purposes.

Parents, legal guardians and 18-year-old students have the right to notify school authorities that directory information is not to be released without prior written consent. This request must be submitted in writing to the school within 15 days of receiving this notice (this handbook).

STUDENT EDUCATION RECORDS

Student’s education records containing grades, health cards, and test scores, etc. are maintained on all students enrolled in our school. Upon request, the parents of the student may inspect these records, by appointment. This is your notification that should your child enroll in another school or school system, an official transcript or copy of the permanent record, the health record, achievement test scores and special education records will be sent to the school no later than 10 days after receipt of the request. State assessment scores will be included in the student records. According to Oregon House Bill (HB) 2655 parents may opt their child out of Smarter Balance Testing. If you would like more information, please contact the principal. Prior to the withdrawal of your child from our district, you have the right to examine your child’s records and propose amendments to the records. If the district rejects a parent of eligible student’s proposed amendments to the student’s education record, the parent or eligible student is entitled to a hearing on the matter. Upon written request, you may receive a copy of the record transferred.

SOCIAL SECURITY NUMBERS

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.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

<u>Types</u>	<u>Locations</u>	<u>Custodians</u>
Educational Records	School Office	School Principals/Office Managers
Educational Records (Former Special Ed. Students)	District Service Ctr.	Special Programs Coordinator
Health Records	Health/File Room	School Nurse/Office Managers/
SLSD Administration		
Transportation Records	School Bus Garage	Transportation Supervisor
Text Records (OSA, SAT, CBA)	District Service Center	Dir. Of Curriculum and Instruction
Occasional Records*		School Principals Office Managers

(*Student education records not identified above; such as those in the Superintendent’s office, the school attorney’s office, or teacher.) **Principal will collect and make available at student’s school.**

STUDENT RIGHTS

FREEDOM OF EXPRESSION

Citizens of our country are permitted free expression under the first and fourteenth amendments of the United States Constitution and under Article I, Section 8, of the Oregon Constitution. Students, as citizens, have the right of free expression and must also bear the responsibility for the consequences of such expression. Students are entitled to express their personal opinions under all reasonable circumstances. However, symbolic or actual expression shall not interfere with the freedom of others to express themselves nor shall it substantially disrupt the orderly conduct of the school.

School Publications - Students are encouraged to participate in the production of school publications. Any publication, which is in any way sponsored or funded by the school, is a school publication. Students may express personal opinions in these publications but shall adhere to the written editorial policies of the school. A school newspaper should

reflect the total life of the school community. Those students responsible for the publication of a school newspaper must be mindful of this responsibility to the total school community. Profane or obscene material; knowing or reckless false or libelous statements; and any material that would substantially disrupt classes or other school activities are prohibited from all school publications.

Distribution of Material –

Rights and Responsibilities – Students have the right to distribute and receive written materials from each other. This right, however, also carries responsibilities. Students shall not distribute or display materials that are knowingly or recklessly false or defamatory, profane or obscene, or that tend to create an immediate danger of disruption to the orderly operation of school, or urge the violation of the law, or existing attendance regulations, or the provisions of this handbook. Materials to be distributed or posted within the school must identify the source of the printed material. Materials that students choose to distribute do not carry the endorsement or sponsorship of the school.

Commercial and Fund-Raising Activities – Students shall not distribute or display announcements or advertisements of a commercial nature, or sell materials, or engage in activities to solicit financial contributions without the authorization of school officials.

Time and Place of Distribution – School officials may designate the time and place for distribution of written information and related materials so that the activity does not materially interfere with the school program. This policy shall be applied in a manner that is non-discriminatory and that allows the dissemination of diverse viewpoints and discussion of political, religious, and social issues. The policy shall also be applied in a manner that encourages respect for individual without regard to race, religion, disability, national origin, gender, and socio-economic status. Local school rules may limit the time of distribution of material, including the circulation of petitions, to periods before school begins, after dismissal, and during lunchtime when such limitation is necessary to prevent interference with the school program. The local school rules may define where distribution of material and circulation of petitions may take place so as to permit the normal flow of traffic within the school.

Student Display Areas – Each secondary school will provide at least one student display area of reasonable size and prescribe methods to inform students of the board policy and school guidelines for the distribution of literature and the display of materials.

Participation in Patriotic Exercises – Students may refuse to participate in patriotic exercises so long as the manner of such nonparticipation does not deny other students their rights to participate or does not disrupt the educational process.

Prohibited Speech – The use of profane and obscene language, threats of harm to persons or property, and language that creates an immediate danger of disruption to the orderly operation of the school, violation of the law, attendance regulations, or the provisions of this handbook are prohibited.

Surveys, Analysis or Evaluation – No student can be required, as a part of any program, to take part in a survey, analysis, or evaluation about certain topics including political affiliation, psychological problems, or critical appraisal of others, and certain related topics. Parents and students who believe a violation of this policy has occurred shall notify the principal in writing.

ASSEMBLY OF STUDENTS

Citizens of our country are guaranteed the right of peaceful assembly under the first and fourteenth amendments of the United States Constitution and under Article I, Section 26, of the Oregon Constitution. Students, as citizens, have the right of assembly and must also bear the responsibility for the consequences of such assembly. Students and staff all share responsibility for the activities that take place in school. School personnel are held accountable to the general public, and in cooperation with students, are accountable for the image of the institution. Therefore, the orderly use of school facilities is required.

Informal Gatherings – Students have the right to gather informally, but such gatherings shall not substantially disrupt the orderly operation of the school or infringe upon the rights of others.

Student Meetings – Students are permitted to hold meetings at school under the following conditions: (1) Meetings must be scheduled in advance and sponsored by school officials or an official school club or organization; (2) If a large crowd is anticipated, a crowd control plan must be filed with the school official in advance of the meeting; (3) Meetings must not be disruptive to class or school activities and shall not be of such a nature that could likely result in damage to any person or property.

Speakers – Invitations to speakers will be approved by the principal or a designated school official in advance of the meeting. Attempts will be made to present a balance of viewpoints to students. However, no speaker will be allowed to make a speech that advocates breaking the law or otherwise violates the district's policies or the provisions of this handbook.

FREEDOM OF RELIGION

The Constitutions of the United States and the State of Oregon require the public schools to take a neutral position concerning religion. Public schools cannot aid one religion or all religions or prefer believers to nonbelievers. However, schools may provide instructional activities relating to historical and cultural aspects of religion under the following circumstances: (1) The activity must reflect a clearly secular (non-religious) purpose; (2) The activity must have a primary effect that neither advances nor inhibits religion; (3) The activity avoids excessive entanglement with religion.

Student Religious Meetings and Discussions – If secondary principals permit other non-curriculum student meetings or discussions on the school premises during non-instructional time, religious meetings of students that are voluntary and student initiated will also be permitted. An adult approved by the building principal shall supervise each club. Non-school persons are prohibited from directing, conducting, controlling, or regularly attending the activities of such student groups. Except as provided in school board policy for the leasing of school facilities by religious groups, non-students are prohibited from meeting on school premises for any type of religious activity.

Release Time for Religious Instruction – Elementary students may be excused from school for up to two hours in any week and secondary students may be excused from school for up to five hours in any week to attend weekday schools giving religious instruction. The parent or guardian must sign a written request before the student is released. Religious teachers or organizations are not permitted to promote student participation by directly contacting students on school grounds or by asking students who participate in their programs to recruit students who remain at school. All promotional activities will be conducted away from school.

NON-DISCRIMINATION

Discrimination on the basis of age, disability, national origin, race, marital status, religion, gender, sexual orientation, or socio-economic status is prohibited in any instructional program, extracurricular activity, or in the provision of any other services or benefit.

DISCRIMINATORY TREATMENT – Some discrimination is intentional and easy to identify. This includes verbal or physical abuse or threats, and racial or ethnic jokes. Another type of discrimination is subtler and more difficult to identify. Some examples include being assigned work or being evaluated on the basis of race, disability, sexual orientation, gender, using stereotypes, or being treated differently from other people. Both types of discrimination are damaging.

Dealing with Discrimination – If you are a victim or witness discrimination, it is suggested that you follow these steps:

- Write down the details of what happened, especially the names of people involved in or witness to the incident. Talk to someone that you trust, a friend, your parents, your teacher, a counselor, or an administrator.
- Speak to the person who caused the problem. Explain what is objectionable, why it is offensive, and that it should be stopped or changed.
- Each school has a plan for dealing with incidents that may be discriminatory. Talk to the person designated by the school plan.

- If you are not satisfied with how the problem is resolved, contact the Personnel Director at 942-3381.
- If you are unable to resolve the problem informally by following the steps listed above, file a formal complaint.

A. IF THE COMPLAINT IS ABOUT ANOTHER STUDENT, the student and parent should work with the teacher or principal.

B. IF THE COMPLAINT IS ABOUT A STAFF MEMBER OR INSTRUCTIONAL MATTERS, the student should use the following process specified in school board policy:

STEP I

Any person who has a discrimination complaint is encouraged to discuss the complaint with the individual causing the discrimination or the principal of the school, if the matter pertains to a decision made at the school level.

STEP II

If the complaint cannot be resolved at Step I, a person may file a complaint with the Personnel Officer. Complaint forms are available in all school offices and at the District Service Center, 455 Adams. The complaint will be put in writing and explain the basis of the alleged discrimination. Specific details concerning the complaint and the desired remedy should be included on the written form. The form should be taken or mailed to the Personnel Officer at the District Service Center, 455 Adams, Cottage Grove, Oregon 97424. The Personnel Officer will investigate the complaint. As part of the investigation, the Personnel Officer may select two other persons (student, staff, or other citizen) to serve as a panel of three to hear the facts relating to the complaint and to consider possible ways of alleviating the problem. The Personnel Officer will respond in writing to the complaint within 20 days after receiving the complaint.

STEP III

If the complainant is not satisfied with the disposition of the complaint at Step II, a written appeal may be filed with the superintendent. The superintendent will determine whether or not to review the case based on the written appeal and the record of the Step II proceedings.

COOPERATION WITH LAW ENFORCEMENT AGENCIES

School officials have a dual responsibility. They must safeguard the rights of students, and even represent students in certain situations. They also must cooperate with law enforcement officers in the legitimate pursuit of their duties. The following guidelines cover law enforcement officers that aren't assigned to schools, such as School Resource Officers.

Investigations by Law Enforcement Officers – Aside from officers assigned to a school such as an SRO, police officers investigating a case involving an illegal act in which a student may be involved, or about which the student may have information, shall contact the building principal, or his/her designee, before any effort is made to question a student during school hours.

Contacting Parents –

Investigations Related to Illegal Acts that Occur Off-Campus and are Not School Related: The principal, or his/her designee, will make a reasonable effort to contact the parent, or guardian, when an officer comes to question or arrest a student related to illegal acts that occur off-campus and that are not school related, unless there is reason to believe that such notification would unduly interfere with the investigation, or that the matter pertains to alleged child abuse. If the principal or designee is unable to reach the parent or guardian, the officer should not be delayed further. However, a school official should contact the parent or guardian as soon as possible.

Investigations Related to Violations of School Policies and Rules: The principal, or his/her designee, may involve a police officer in investigating violations of school policies and rules, including student interviews, without first contacting the parent. However, if during the investigation, a student becomes a focal suspect to an illegal act

and then it is the responsibility of the principal or designee to make a reasonable effort to contact the parent or guardian before allowing an officer to proceed with an interview.

Questioning of Students – The police officer will observe all the procedural safeguards prescribed by law and his/her agency when questioning a student. An administrator, or designee, will always be present when a student is being questioned, unless the issue pertains to child abuse.

Taking a Student from the School – The school administrator or designee will not let a police officer, or an official from Services to Children & Families, take a student from a school building without a court order, an arrest, protective custody from SCF, or permission of the parent or guardian, or if exigent circumstances exist.

CHILD ABUSE

Oregon law requires all public employees to report possible child abuse to the appropriate authorities.

Reporting Child Abuse – Any school employee having reasonable cause to believe that any student with whom he/she comes in contact in an official capacity has suffered abuse, or that any adult with whom he/she comes in contact has abused a student, shall report immediately to the Services to Children and Families or a law enforcement agency. Staff members may not inform parents of such reports.

Investigations of Child Abuse – School staff will cooperate with investigations of possible child abuse being conducted by the Services to Children and Families or a law enforcement agency. A member of the Services to Children and Families or a law enforcement officer, who is questioning a student in regard to child abuse, will determine if a school official may be present in an interview that occurs at school.

PROGRAMS

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 standards; or when a public or private alternative program is not otherwise readily available.

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 may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons law. Parents may request in-district alternative education programs by submitting written requests to the principal.

IN-DISTRICT ALTERNATIVE EDUCATION PROGRAMS

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

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 semi-annual 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.

ALTERNATIVE EDUCATION PROGRAMS – 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: goals; criteria for enrollment; proposed budget; staffing; location; and 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 building principal or district office for additional information on submitting proposals, the evaluation and approval process.

ALTERNATIVE EDUCATION 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 benefiting 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: the student's action; a list of alternative education programs for the student; the program recommendation based upon the student's learning styles and needs; procedures for enrolling the student in the recommended program.

The district will not provide alternative education programs for students expelled for violations of applicable state or federal weapons laws.

FUNDING OF ALTERNATIVE EDUCATIONAL PLACEMENT:

While parents have the option of placing their children in 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 publicly funding 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.

For any regular education, 504, or special education student, a parent must give notice either at the last IEP meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining private 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.

TRANSFER OF STUDENTS:

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. The transfer must be to a safe school, which has not been identified for improvement. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact the administrator or a counselor for additional information.

SPECIAL PROGRAMS

BILINGUAL STUDENTS

The District provides special programs for bilingual students. A student or parent with questions about these programs should contact the building administrator or district office.

In conjunction with the district's language instruction educational program for limited English proficient and immigrant students, parents of limited English proficient students identified for participation, or participating, in such a program will be informed of:

- The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
- The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
- The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- How the program, in which their student is or will be participating, will meet the educational strengths and needs of their student;
- How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
- In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
- Parental rights that include written guidance:
 - ❖ Detailing the right to have their student immediately removed from such program upon their request;
 - ❖ Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - ❖ Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

STUDENTS WITH DISABILITIES

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

TITLE I SERVICES

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided to inform parents of participating students of Title I. Students or parents with questions should contact a building administrator or counselor.

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

- Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
 - Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
 - The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
 - Whether the student is provided services by paraprofessionals and, if so, their qualifications.
- Additionally, the school will provide parents with:
- Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
 - Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

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.

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 student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Brandi Baker-Rudicel, the district's liaison for homeless students.

IDENTIFICATION OF TALENTED AND GIFTED STUDENTS:

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

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

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

COMPLAINTS REGARDING THE TALENTED AND GIFTED PROGRAM:

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 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

APPENDIX 1 DUE PROCESS PROCEDURES FOR OUT-OF-SCHOOL SUSPENSION

The student shall be given oral or written notice of the charges, including specific acts involved. If the student denies the charges, the student shall be explained the evidence supporting the charges.

The student shall be given an opportunity to explain his or her conduct and to informally contest the charge. If the school official then determines the student should be suspended, the student shall be informed and the student's parents or guardians shall be notified by telephone, whenever possible, of the suspension and the reasons for the action.

The two steps above may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if suspension does not take place immediately.

When parents cannot be contacted, the decision to send the student home, to allow the student to remain on school premises or to refer him or her to the proper authorities must be made with consideration given to the student's age, maturity, and the nature of the misconduct that caused the suspension.

A suspension notice shall be mailed to the parents or guardian. The notice must state the date, the reasons for the suspension, the length of the suspension (not to exceed ten school days), and the procedures that must be followed by the student and parents or guardian to gain reinstatement.

After the parents or guardians receive notice of the suspension, they will be given a conference with the building principal or his or her designee if they so request.

After the parents or guardians have discussed the suspension with the principal or his or her designee, they may appeal the decision to the superintendent whose decision will be final.

APPENDIX 2 DUE PROCESS PROCEDURES FOR EXPULSIONS

The superintendent or designee is the only person authorized by the school board to expel a student. The expulsion of a student will not extend beyond the current semester or trimester unless the semester or trimester ends within such a short period of time that expulsion would be too short to be effective. An expulsion will be from all district schools and activities unless otherwise specified. Prior to the expulsion of a student, the district will consider and propose alternative programs of instruction or counseling or both for the pupil.

The following is a summary of the expulsion procedures. Administrative Rule 5210.3, Process for Expulsion, outlines the expulsion procedures in detail.

The principal notifies the parent or guardian and the student in writing of the intent to request expulsion, citing the charges against the student.

The principal submits to the superintendent a written request for expulsion including a description of the charges with supporting facts and evidence.

The superintendent sets a date and place for an expulsion hearing.

A hearing officer designated by the superintendent conducts the expulsion hearing. The principal presents all evidence supporting the proposed expulsion, and the student has an opportunity to respond to the evidence and to present his or her version of the events. The student may choose to have counsel or representation at the hearing.

Where the student or the student's parent cannot understand the spoken English language, an interpreter will be provided by the district.

The hearing officer determines the facts of the case on the evidence presented at the hearing. The hearing officer's opinion and decision, with the recommendation for disciplinary action, goes to the superintendent.

The superintendent states the decision in identical form to the student and parent/guardian, their representative, and the principal requesting the expulsion no later than three school days following the hearing.

The student and parent or guardian may appeal the decision to the school board through a written request directed to the superintendent within 72 hours after receiving the decision.

APPENDIX 3

CATEGORY IV VIOLATIONS OF THE MEMORANDUM OF UNDERSTANDING SUBSTANCE ABUSE INTERVENTION/NETWORKING PROGRAM

Repeat of a Category III offense.

Category III Offenses:

Possession of less than 1 oz. of marijuana

Possession, including possession by consumption, of alcohol

Use of toxic vapor inhalants in violation of city or county ordinance.

Sale, distribution, or unlawful possession of a drug or any controlled substance.

Any alcohol, drug, or controlled substance related offense that creates a substantial risk to public health.

Driving under the influence of intoxicants. (DUII)

Solicitation by a student or other students to buy, sell or otherwise distribute alcohol, drugs or any controlled substance in any amount.

Sale or distribution of alcohol to a student.

Giving or selling hypodermic devices to a student whom has no lawful/authorized use for the device.

APPENDIX 4

Use of Alternative/Private School/Tutoring

While parents have the option of placing their children in 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 publicly funding 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. For any regular education, 504, or special education student, a parent must give notice either at the last IEP meeting prior to obtaining private services, or in writing at least 10 business days prior to obtaining private 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 denial of any subsequent reimbursement requests.

In Accordance with Federal law and U.S. Department of Agriculture policy, Dorena Elementary School is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

ANNUAL NOTICE OF ASBESTOS PROGRAM ACTIVITIES

The South Lane School District continues to pursue a program for asbestos management that was developed in 1988 to satisfy a federal mandate, which is enforced by the State of Oregon.

The Federal Asbestos Hazard Emergency Response Act (AHERA) required an initial inspection for friable (more easily released) and non-friable asbestos. The District hired a qualified, independent contractor to inspect all areas of all district facilities. The inspection was completed on October 1, 1988, and the results were included in a management plan written by an accredited management planner. The plan, submitted to the Department of Education, also included a maintenance program to repair, remove, enclose or manage asbestos and asbestos containing materials wherever present in the District.

The goal of the SLSD Asbestos Management Plan is to comply with the AHERA guidelines and ensure that our school buildings remain safe and free from asbestos hazards. The ongoing management plan required by AHERA includes twice-annual inspections at all locations where materials containing asbestos are known to be present. Any necessary actions or changes in the condition of such materials are then noted in the Asbestos Management Plan for each location.

A certified consultant from PBS Engineering and Environmental performed the required AHERA 3-year re-inspection in August 2021. The next re-inspection will take place in 2024. There were no removal or repair projects involving asbestos during the 2022-2023 school year. No removal or repair projects involving asbestos are planned for the 2023-2024 school year.

SLSD maintenance and custodial employees receive initial and continuing training regarding AHERA and asbestos management. The District may contract with a licensed contractor to perform required work or training in accordance with the AHERA program.

A complete Asbestos Management Plan is available for review at each school office or the South Lane School District Service Center. These plans include all inspection reports with analysis, and a record of all management or maintenance actions taken on asbestos-containing materials. The plans can be reviewed during normal business hours.



Dorena School

Small Enough to Make Connections
Large Enough to Reach the World

37141 Row River Rd. ~ Dorena, OR 97434 ~ 541-946-1506 ~ dorena.slane.k12.or.us

Notice of Receipt of Handbook

PLEASE SIGN AND RETURN

My student, _____ and I, have read
and understand the Dorena School Student/Parent Handbook
for the school year 2023-2024.

Signature of Student

Date

Signature of Parent/Guardian

Date