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# **Bohemia Elementary School**

## **2023-2024**

### **Parent & Student Handbook**



**721 S. R Street**  
**Cottage Grove, OR 97424**  
**Phone: 541-942-3313**  
**Fax: 541-767-5958**

**<http://bohemia.slane.k12.or.us/>**

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Dear Bohemia Families,

Our staff is excited to welcome you to another great year at Bohemia Elementary School. We have prepared a year full of fun, excitement, growth and learning!

This handbook has been prepared to provide information on school policies and procedures. The beginning of the year is an excellent time to review the school rules and expectations with your child. The handbook is available on our school website under resources.

The talented, dedicated staff at Bohemia Elementary is looking forward to partnering with you to create a special year for your child.


We would like to extend an open invitation to all Bohemia families to become involved. Please consider participating in our school community by exploring our many opportunities for involvement through our office, your child's teacher, or by accessing our school website. We are happy to have you with us!

If you have any questions or concerns, do not hesitate to contact us.

Sincerely,

Emily Wren Gerot  
Principal

Laura Gerick  
Assistant Principal

Bohemia Mascot	<p>The Wildcats</p> 
Bohemia Colors	Red & Black
Bohemia Mission	At Bohemia, EVERYONE learns at high levels, and is treated with respect and care.
Bohemia Vision	Each member of the Bohemia community will be an active participant in making the world a place where all belong and gain access to an equitable & sustainable future.
School Schedule	<p style="text-align: center;"><b>M, T, TH, F</b></p> <p>7:45 Building Open to Students – Breakfast begins  8:05 1<sup>st</sup> Bell, Students Report to Class  8:10 2<sup>nd</sup> Bell, School Begins  11:15 Kindergarten &amp; 1<sup>st</sup> Grade lunch  11:45 2nd &amp; 3rd Grade lunch  12:15 4<sup>th</sup> &amp; 5<sup>th</sup> Grade lunch  2:30 Student Dismissal</p> <p style="text-align: center;"><b>Wednesday</b></p> <p>11:00 Kindergarten &amp; 1st Grade lunch  11:30 2nd &amp; 3rd Grade lunch  12:00 4<sup>th</sup> &amp; 5<sup>th</sup> Grade lunch  <b>School will dismiss at 12:30 PM EVERY WEDNESDAY</b>, providing for staff professional development and building planning sessions.</p> <p>Note: There is no supervision for students prior to 7:45 AM, students arriving after 8:10 are considered tardy.</p>

## ARRIVAL/DISMISSAL INFORMATION

### **School Hours/Student Dismissal:**

Classrooms are closed to students until 8:00 AM to allow teachers time to prepare for instruction. Breakfast is served in the cafeteria from 7:45 – 8:05 AM. We DO NOT offer supervision for children before 7:45 AM. For your child's safety, please DO NOT send or bring your child to school prior to 7:45AM.

Please remember that classes are dismissed every Wednesday at 12:30 PM. Classes are dismissed all other days at 2:30 PM. Students are expected to leave school at dismissal time. Your child is to be picked up by you or your designee no later than 10 minutes after school is out. If a child is to remain after school, we will contact you in advance for your permission.

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

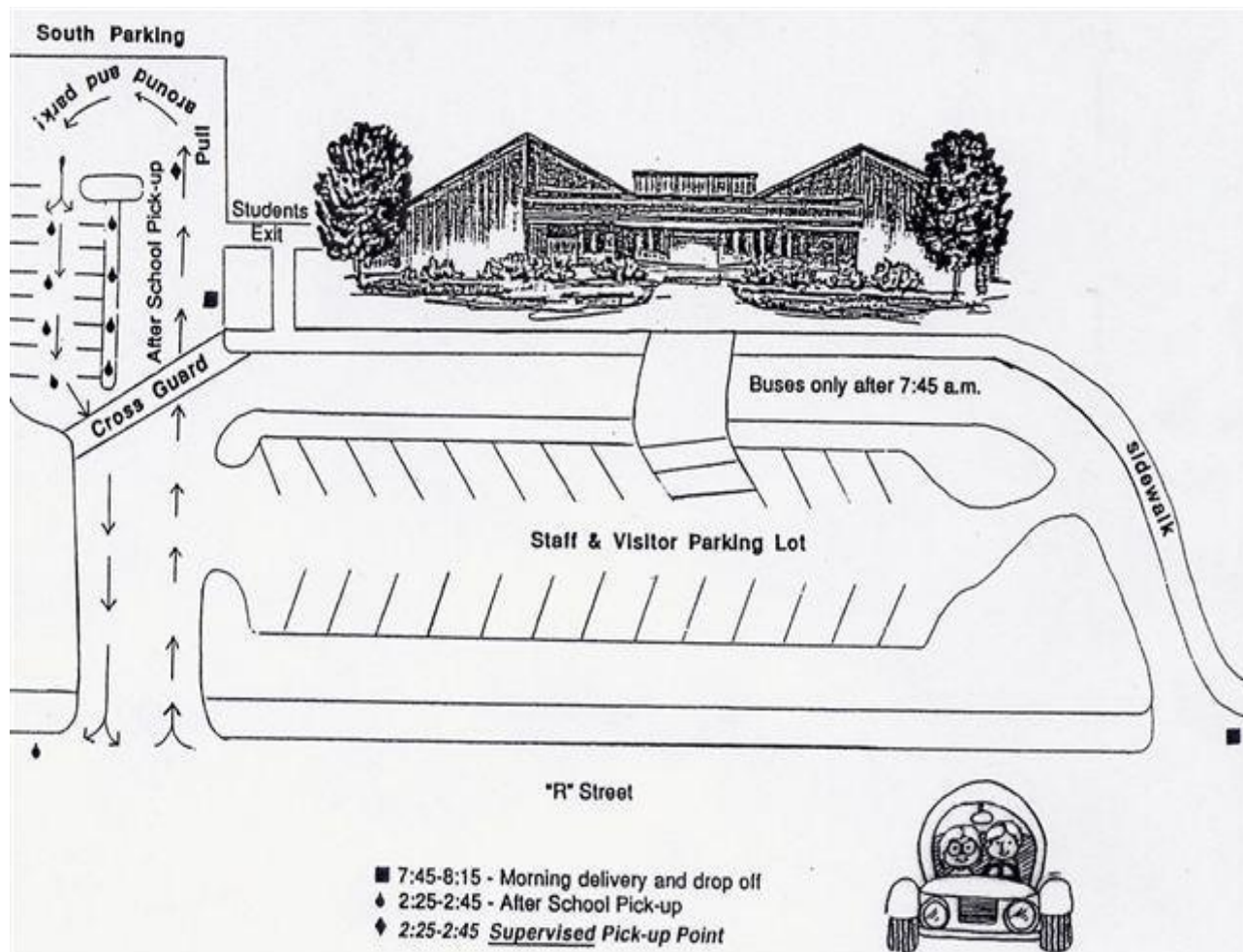
### **After School Plans For Our Students:**

We ask that each parent provide us with a “daily go-home plan.” At the beginning of each school year, we ask each parent to complete a new form, which includes this information. If there is to be a change in your child's after school plans, please send a written note to the office informing us of the changes. Having this information in writing avoids confusion. If your plans change during the day, please call us before 2:00 (12:00 on early release days) so that we have sufficient time to notify your child of your change in plans. CHILDREN WILL NOT BE ALLOWED TO CALL HOME TO ARRANGE AFTER SCHOOL PLANS.

### **Parking/Picking up Students:**

Parents may drop their children off and/or pick them up in the south parking lot of the school. We have one bus loading area. This is immediately in front of the school. This area **MUST** be kept clear at all times during the school day to allow buses to load and unload students. If you are picking your child up after school, children will not be released to you if you are double-parked or if staff feels there is a safety concern. Students are required to stand behind the fence until their authorized pick-up person arrives.

The bus loading area must be kept clear at all times during the school day. Students may be picked up in the parking lot south of the campus. The drive-through in the south parking lot is severely restricted, please stay in your vehicle and be cautious and courteous of pedestrians, buses and other vehicles. Please consider parking at the curb on R St. and walking to drop off or pick up your child at the door or let your child cross at the crosswalk and walk to the building independently. Please do not park in the south parking lot during drop off or pick up times. See map.



### **Emergency Dismissal Procedure:**

Due to unusual circumstances, weather, or building mechanical failure, 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. The information you provide in the "emergency contact information" will be followed. A copy of this form is provided to every classroom teacher for easy reference. Emergency announcements will be broadcast over radio stations KNND (1400 AM), KCGR (100.5 FM), KPNW (1120 AM), KODZ (99.1 FM), or KUGN (97.9 FM or 590 AM). Important information will also be published in the Cottage Grove Sentinel and the Eugene Register Guard.

For up-to-the minute school closure/emergency information or to subscribe for automated updates please go to Flash Alerts Web page for South Lane School District

(<http://www.flashalert.net/news.html?id=141>) or the South Lane School District website

(<http://www.slane.k12.or.us/>)

## **ATTENDANCE**

All students between the ages of 7 and 18, who have not completed grade 12 and are enrolled, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by

a truancy officer for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court-imposed fine as provided by ORS 339.925. To call the school to report your child's absence dial 541-942-3313.

#### **Excused Absences:**

To excuse an absence, please call the office the day the absence occurs. If it is not possible to call, please send a note to the office on the first day your child returns to school stating the reasons for the absence. Students with chronic absenteeism may be required to provide a medical statement to excuse absences.

#### **Arriving Late/Leaving Early:**

Children need to be on time for the start of the school day at 8:05 AM and remain in school until school is dismissed at 2:30 (1:30 on Wednesdays). Instruction begins promptly at 8:10 AM and continues until the end of the school day. When children arrive late or are picked up early it is disruptive to your child's learning. Teachers use the early morning and end-of-day time to communicate important information and connect with their students. When a child frequently arrives late or leaves early it can be difficult for the child. A combination of eight tardies or early release (each count ½ day absence) or 8 half-day absences within 20 school days may result in a referral to the district attendance officer. **ALL children who are late to school (after 8:15) must check in with an adult at the office to obtain a tardy slip.** Parents picking up their child prior to dismissal **MUST** come to the office prior to going to the classroom.

### **COMMUNICATION**

South Lane School District, your student's school, and classroom staff will use parent email addresses and phone numbers you have provided at registration in order to contact you for things like attendance notifications. The district may utilize third parties to provide for these means of communications (like Remind, Class Dojo, etc). If you are contacted by text message charges may apply. You may have the ability to opt-out of some of these third party provided communications but in cases of student safety, emergencies, or attendance notifications you may still be contacted.

#### **Parent Conferences:**

Parent conferences are scheduled for the first two trimesters: October and February. Progress reports are sent home at the end of the three grading periods in December, March, and June.

#### **Home Communication:**

Our school website as well as Class Dojo will keep you informed about current and upcoming events and activities. Special notices and reminders are sent home on an as needed basis. Most teachers send home weekly updates that address specific classroom news and activities and/or use Class Dojo and email notices.

### **VISITORS / VOLUNTEERS**

#### **Visitors:**

Parents and other visitors are welcome to visit district schools. To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which are appropriate, ALL visitors, including volunteers, **MUST** report to the office upon entering school property and sign in with the staff. The principal will approve requests to visit, as appropriate. For children's safety, all visitors **MUST** wear a visitor or volunteer tag. Communication must be made with the teacher prior to visiting a classroom. Entering unannounced can disrupt the learning environment. Students are not permitted to bring visitors to school without prior approval of the

principal. In accordance with Federal law, our school is a Drug Free Workplace. This means that no drugs, including tobacco, may be present. All visitors are expected not to smoke or be in possession of/or under the influence of alcohol or other drugs anywhere on school premises (including parking lots). Visitors also must comply with the dress code.

**Volunteers:**

Parent and community volunteers are a valuable resource to Bohemia Elementary. We encourage volunteers to donate their time and talents to help make a difference in the children's education. If you are available, please contact your child's teacher or the office. Anyone interested in volunteering must complete a volunteer application and criminal history form PRIOR to participating in the classroom or going on a field trip. (School Board policy 332.107)

**SCHOOL WIDE BEHAVIOR EXPECTATIONS AND INTERVENTION PLANS**

**Responsibility and Discipline:**

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

The Bohemia code of conduct serves as a foundation for all aspects of the school program. The discipline plan is based on an instructional model. We believe it is important to teach children the behaviors we expect at school so they learn how to be responsible citizens. Our goal is to create an environment that is safe, respectful, has clear expectations, and is conducive to learning.

**Student Rights and Responsibilities:**

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected the responsibility to know the consequences of misbehavior.

**Student Code of Conduct:**

The district has authority regarding student behavior at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation. Students may be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault
2. Hazing, harassment, intimidation, bullying or menacing
3. Coercion

4. Violent behavior or threats of violence or harm
5. Disorderly conduct, including disruption of the school environment
6. Bringing, possessing, concealing or using a weapon, or replica of a weapon\*\*\*
7. Vandalism/Malicious Mischief/Theft
8. Sexual Harassment
9. Use of tobacco\*\*alcohol or drugs\*\* including drug paraphernalia
10. Use or display of profane or obscene language
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials
12. Violation of district transportation rules
13. Violation of law, Board policy, administrative regulation, school or classroom rules

\*\* In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, fine or both as provided by ORS 475.999.

\*\*\*Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district

property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

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

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

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

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

#### **Off-Campus and Outside-of-School-Time Conduct:**

Off-campus and outside-of-school-time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.



## **PBIS (Positive Behavior Intervention and Supports)**

WHAT IS PBIS? Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed.

### **Behavior Expectations- Tier 1**

<b>Location</b>	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
General Behavior throughout the school	*Walk in the school	*Be kind to others	*Follow directions from all adults
Meal Time	*Always walk *Sit in your assigned seat *Eat only your own food	*Have polite manners *Use quiet voices	*Pay attention quickly when the <i>quiet</i> signal is given *Clean your area
Arrival (sidewalk, crosswalk, and bus area and arcade)	*Always walk *Walk bikes, scooters, skates, and skateboards *Only cross the street at the crosswalk *Wait for the signal to cross *Watch for cars	*Manage your belongings politely *Keep hands and feet to self at all times *Use inside voice	*Walk on the sidewalk *Eat your meal *Go directly to your assigned adult
Dismissal (sidewalk, crosswalk, and bus area)	*Always walk *Line up and stay with teacher *Walk bikes, scooters, skates, and skateboards *Only cross the street at the crosswalk *Wait for the signal to cross *Watch for cars	*Manage your belongings politely	*Walk with your assigned adult
Hallways	*Always walk	*Use a quiet voice *Respect wall displays	*Always have permission to be in hallways *Go directly to your destination
Restrooms	*Use the toilets appropriately *Flush the toilet *Wash your hands *Keep waste paper off the floor	*Keep the restroom neat and clean *Honor other's privacy/hands to self *Respect property	*Use your assigned bathroom, with permission during appropriate times *Leave the restroom as soon as you finish
Playground	*Keep your body to yourself at all times *Eating food or chewing gum is not safe while on the playground *Leave rocks, bark, and other dangerous objects alone *Only leave the playground with permission	*Use appropriate language *Always have good sportsmanship *Respect classrooms in session	*Follow directions for all adults the first time *Follow the school-rules when using playground equipment *Follow the school rules when playing games *Freeze and line up quickly and quietly when the whistle is blown *Report serious problems to an adult immediately

### Positive Interactions and Feedback for Acknowledging Responsible Choices:

The most important means of encouraging students are the minute-by-minute interactions that occur between staff and students. We will strive to interact with students in a friendly, supportive manner at all times. Staff will attempt to interact with each student at least three times more frequently when the student is engaged in responsible behavior than when the student is not being responsible.

### PBIS Tier 2

Tier 2 interventions are implemented when students show a pattern of struggling to follow school wide expectations.

### PBIS Tier 3

Tier 3 interventions are individualized to a student's needs and are decided on by a team including teachers, specialists, and families.

### Discipline Procedures

Learning cannot occur when students engage in disruptive or unacceptable behaviors. At Bohemia, two basic categories of inappropriate behavior have been delineated: (a) minor offenses and (b) major offenses.

#### MINOR OFFENSES:

Minor offenses are committed when expectations (see matrix) are not followed. Normally, the adult in charge will handle these offenses in a brief and calm manner so as not to disrupt the teaching/learning process. Each teacher may have his/her own system for managing offenses within the classroom. Outside of the classroom, adults supervising will reteach expectations, communicate with classroom teachers, and document behavior appropriately.

#### MAJOR OFFENSES:

Most misbehavior will be dealt with by discussion or mild consequences as indicated throughout this handbook. However, the following major offenses are against the law, violate school district policy (*policy #JG, JFC*), may endanger health, harm self or others, damage property, or are repeated disruptions. These offenses are deemed to be severe.

#### *Dangerous behavior – assault – fighting*

Behaviors that cause or could cause physical harm to others as well as dangerous threats toward others.

#### *Illegal acts ~ possession or use of weapons, tobacco, or other illegal substances:*

No weapon of any kind is allowed at school. Weapons include pocket knives, firecrackers, and other items that could be unsafe and/or used with the intent to threaten or harass students, staff or parents. This includes toys and facsimiles of weapons.

Possession or use of tobacco, alcohol, marijuana, or unlawful drugs is prohibited on or near school grounds at any time. An unlawful drug is any drug not prescribed or taken as prescribed for the individual by a licensed medical practitioner.

#### *Harassment and Bullying:*

Harassment is unwanted negative attention that is ongoing and explicitly directed at an individual or group.

### Insubordinate Behavior

Insubordinate behavior is defined as the fierce, repeated, and immediate refusal to comply with reasonable staff instruction within a specified period of time.

### Theft:

Theft includes not only taking money and property, but also finding items and not turning them in to the office.

### Vandalism:

Any willful destruction of school or personal property on school grounds is considered vandalism.

### Obscene Language:

Language that is inappropriate and not conducive to the learning environment.

### Repeated Disruption:

Minor misbehaviors that occur frequently and are unchanged by mild, consistent consequences are referred to the office. This may include; disruptive behaviors in class for negative attention, repeated failure to promptly follow directions, and unsafe playground behavior.

## CONSEQUENCES FOR MAJOR OFFENSES:

The consequences students receive will depend on the nature and seriousness of the inappropriate behavior and the number of previous misbehaviors. The school administrator or designee will determine the appropriate consequences. The following table will be used as a *guideline* for determining consequences.

### Procedures for Major Offenses:

Step 1: Any student who is observed engaging in a major offense will be told that he or she has engaged in a major offense and will be sent to the office.

Step 2: When the student is in the office, he or she must wait politely until the administrator or designee can meet with the student. The following sequence of consequences is used unless, based on input and extenuating circumstances, the administrator chooses to modify the consequences.

### Definitions:

#### Community Service:

Consequences in which the student may be asked to stay after school or utilize recess time and assist adults (usually the custodian). The purpose of community service is to teach the student respect for adults and/or property by giving up their time in order to assist others. The experience is not intended to be punitive or degrading, but rather an opportunity to provide service.

#### In-school suspension:

Consequence in which a student is removed from the usual classroom or school activities for a specified period of time (e.g., remainder of day, next morning). The student is directed to a specific area (usually another classroom, the library, or office).

#### Restitution:

Students who are assigned restitution make right the loss or damage for which they were responsible. For example, if a student vandalized a desk, he or she might scrub a set of desks during work detail and/or pay for the costs of repairing the damaged property.

**Restriction:**

A student on restriction loses some privileges. Restriction can be up to a school day period of time and may include: 1) Eating lunch in another location other than the cafeteria, i.e., office or classroom; 2) Limitation of movement through building; while in line, student must walk by teacher; 3) Loss of privileges to attend special school activities such as assemblies; 4) Limitation of movement at recess time; students play near a supervisor.

**Suspension:**

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

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

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

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

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

**Time-Out:**

Time-out is for a short period of time and may take place in a variety of settings, i.e., playground, office, another classroom, etc. The purpose of time-out is to break the pattern of misbehavior and give students an opportunity to demonstrate appropriate behavior before reentering the classroom or activity. During time-out, students are assigned to a specific location where they must stand (or sit) quietly and remain until given permission to move. Students are supervised during the time-out.

**Expulsion:**

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

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

## **EMERGENCY CONTACT / PARENT AUTHORIZATIONS**

**Emergency Contact Information:**

In the event of an emergency, the school will attempt to contact the student's parent or guardian. If the parent or guardian cannot be reached, we will attempt to contact the emergency contacts listed on the registration form. If neither can be reached and/or the emergency is serious in nature, we will

contact 911/Emergency Services. *PLEASE NOTE: Only the persons listed in the “Emergency Contact Information” section of the Student Registration form will be contacted in the case of an emergency.*

#### **Standing Permission/Authorizations:**

The “Authorization” section of the Student Registration form indicates whether or not you give permission for your child to go on a planned field trip or allow publication of information and photos of your child within the school (bulletin boards, hallways, etc.) and/or outside the school (newsletters, websites, local news, etc.). In addition you may indicate in this section if you wish to have your child excluded from certain school/holiday celebrations for religious reasons.

#### **Media Access to Students:**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

### **STUDENT RECORDS**

#### **Personally Identifiable Information:**

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

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

#### **Student Education Records:**

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

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

#### **Parental Rights:**

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

- ☐ Political affiliations or beliefs of the student or the student’s parent;
- ☐ Mental or psychological problems of the student or the student’s parent;
- ☐ Sex behavior or attitudes;
- ☐ Illegal, anti-social, self-incriminating or demeaning behavior;
- ☐ Critical appraisals of other individuals with who respondents have close family relationships;
- ☐ Legally-recognized privileged or analogous relationships such as those of lawyers, physicians, or ministers;

- Religious practices, affiliations, or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

Instructional materials used as part of the student's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

#### **Assessment and Reporting Of Student Progress:**

Teachers regularly monitor and assess student progress toward instructional goals. Grade books, student portfolios, anecdotal records, and other information necessary to track student learning are maintained by teachers. Teachers report student progress at parent conferences and through report cards, some grade levels use online grading programs. Parents are encouraged to contact teachers concerning their children's progress any time during the year.

#### **Social Security Number:**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the reason a social security number will be used.

#### **Access/Release of Educational Records:**

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older) may inspect and review education records during regular district hours.

#### **Provision for Hearing To Challenge Content Of Education Records:**

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the content of the records, the requester has the right to a hearing.

#### **Student Google Accounts**

According to the agreement with ODE the district will suspend Google applications for education services for students no longer being served by the district immediately upon departure and remove access within a reasonable time period which allows for users to transfer their content from their account. The district may not provide services to former students unless they are employees of the district. If more information is needed, please contact your student's school.

### **STUDENT SAFETY**

#### **Student Health:**

It is advisable for parents of students with medical conditions to discuss the child's condition with the school nurse and teacher. We ask that you keep the school informed of any changes in the condition or new concerns that develop after the child starts school.

#### **Illness/Injury:**

Sick children should be kept home. Children with elevated temperatures (100 or more) need to be kept at home until 24 hours after the temperature returns to normal, without the aid of medication. If a child is injured at school, staff will administer first aid. If the staff considers the injury to be serious, an attempt will be made to reach parents first, and then the 911 emergency contact person will be notified.

#### **Communicable Diseases:**

Parents of a student with a communicable or contagious disease are asked to telephone the school. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. Parents with questions should contact the school office.

#### **Medication:**

Parents/guardians are encouraged to work with physicians to develop schedules that will permit home administration of medication whenever possible. When a student is required to take medication during school hours, school personnel may administer medication if all of the following conditions are met:

- ☐ *All medication MUST be in its original container, properly labeled with the name of the student, drug dosage, and time interval that the medication is to be taken. Prescription medication MUST be in the dispensing pharmacy container.*
- ☐ The parent or guardian requesting the school district to administer medication to their child must complete a South Lane Medication Dispensing form, which provides the school with the parent's authorized signature and dispensing instructions.
- ☐ Over-the-counter medication, i.e., cough drops, eye drops, etc., must adhere to the same criteria as stated above and must be administered by the office. Children **MAY NOT** keep these medications in their backpack, desk, etc. for self-administering.

#### **Health Assessments and Health Records:**

Health assessments for height and 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.

#### **Bicycles/Scooters/Skateboards/Wheelies:**

Students should walk their bicycles, scooters, and skateboards on school grounds. Bike racks are provided and padlocks are advised for security. Students will carry their scooters and skateboards to their classroom. All students need home instruction concerning bicycle safety and driving laws before riding in traffic. Oregon law requires children to wear bicycle helmets. Wheelies are not allowed at school due to the damages that are caused on flooring throughout the building.

#### **Video Surveillance**

The board authorizes the use of video cameras on district property to ensure 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 appropriate locations. (Code ECAC)

#### **Harassment/Bullying:**

The Board is committed to providing a positive and productive learning environment. Hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying by students is strictly prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry, is also strictly prohibited. False charges shall

also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

#### **Drug, Alcohol, and Tobacco:**

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

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

### **SCHOOL POLICIES**

#### **Discrimination and Harassment Policy:**

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

#### **Bohemia Dress Code:**

Student's dress and grooming shall be clean and in keeping with health, sanitary, and safety practices. Because of health and safety considerations, students are required to wear shoes while on school property or while participating in school-sponsored activities that may occur off school property. In addition, any garments that are too revealing will not be allowed.

When a student is participating in the educational program or a school-sponsored activity, dress and grooming should not disrupt the activity or constitute a threat to the health and safety of the student or others. Provisions for dress and grooming for special activities should arise directly out of the needs of the activity. Clothing with alcohol, tobacco, drug, obscene, or profane references are prohibited.

Students will need to wear appropriate clothing and shoes to participate fully in physical education classes. They may bring extra shoes to change into if needed.

#### **Student Photos:**

With increasing safety risks for students, we ask parents/guardians, that no photos be taken in the classroom that would include any other children besides your own. This would include posting pictures of classroom activities to sites such as: Facebook, Twitter, etc. It is recommended that you first check with your child's teacher and the office before sharing classroom photos. (South Lane School District Code GCAB)

#### **Lost And Found Items:**

We encourage you to mark all articles of clothing that might be taken off at school. During the year, unclaimed clothing can be found in the Lost and Found area located in the main hallway. During and



at the close of the year, any clothing that is not reclaimed is laundered and either used as emergency clothing at school or given to charitable organizations.

### **Celebrations:**

Room parties are up to the discretion of the classroom teacher. **All baked goods used for classroom parties must be commercially prepared (store bought)**. Costs of the parties are left up to the individual classroom. If you do not wish your child to participate in room parties, please let your child's teacher know.

Birthday Gifts – In an effort to keep classroom disruption to a minimum and due to safety concerns on school buses, large balloon bouquets, stuffed toys, flowers in glass vases, and gift packages are discouraged to be sent/delivered to school. Invitations to home parties must include each student in your child's classroom or will not be delivered at school, in order to be sensitive to all other students.

### **Field Trips:**

Parents are given the opportunity to sign a field trip permission slip (during registration) that covers all field trips throughout the year. Most of these trips are educational; some, however, are reward-based (as part of the positive behavior support program). Students who demonstrate the ability to manage their own behavior will have the privilege of going on field trips. When behavior warrants concern at school, students may be excluded from excursions or a parent may be asked to accompany the student. In such cases, parents will be notified in advance. In most cases, transportation for field trips is provided by the school district transportation. Students are expected to ride on the school provided transportation (or may in rare cases, ride with their own parent or guardian).

### **Toys and Electronics**

Toys from home can potentially cause a great deal of trouble at school. We cannot assume responsibility for lost or damaged personal items. Please discourage children from bringing them to school. The school collects personal items that may be harmful or disruptive. Parents will be contacted and asked to pick up items from school. Please do not let your children bring such items to school. Play equipment is furnished to all grades.

All cell phones and electronic devices must be kept out of sight with the sound turned off during school hours (7:45-2:30). If devices are in sight without permission, they may be collected by school personnel and returned to the student at the end of the school day. If repeat problems occur, parents will be contacted and asked to pick up the device.

### **Searches:**

District officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities. See district policy code JFG for requirement details.

### **Distribution of Material:**

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to

the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial ethnic, religious or sexual bias; materials that include advertising in conflict with public school laws, rules and/or board policy; deemed inappropriate for students; or may be reasonably perceived by the public to bear the sanction of district approval.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the Superintendent within 3 days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

#### **Transfer of Students:**

Requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

#### **Testing**

HB 2655 enables parents to opt their child out of Smarter Balance Testing. If you would like more information please contact the principal.

#### **Students with Disabilities Complaints:**

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

### **PROGRAMS**

#### **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 of meetings held to inform parents of participating students of the school's participation in and requirements 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.

**School Breakfast and Lunch Program:**

School breakfast, lunch, and cold milk are available from the cafeteria. Prices are determined by the school board and will be advertised in the media. Money enclosed in a sealed envelope with your child's name and cafeteria student number will help prevent problems. Meal money may be paid before breakfast or lunch in the cafeteria or online. If you are paying for more than one child, please designate how much money is to go into each child's account. If you pay online you must contact the district service center (541-942-3381 ext. 124 or 125).

School district policy requires that students pay in advance for school meals. There is a provision for charging breakfast, lunch, or milk. Free and reduced breakfasts and lunches are available for students who meet federal income guidelines. Applications may be obtained at any time during the school year by contacting the school office (942-3313) or the district service center (541-942-3381 ext. 124 or 125). Eligibility can be determined almost immediately.

Visitors are welcome to come and have lunch with their student. Please let the office know by 9:30 AM so the kitchen can prepare an extra adult meal. Visitors will pay for their meal when they pick it up in the cafeteria.

**Transportation of Students :**

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

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

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