

# **Central Point School District #6**

## **Elementary Schools**



**PARENT/STUDENT HANDBOOK**

**Central Point Elementary**

450 S. 4<sup>th</sup> St.  
Central Point, OR 97502  
541-494-6500  
fax: 541-664-1147

**Jewett Elementary School**

1001 Manzanita St.  
Central Point, OR 97502  
541-494-6600  
fax: 541-664-5035

**Mae Richardson Elementary School**

200 W. Pine St.  
Central Point, OR 97502  
541-494-6700  
fax: 541-665-5881

**Patrick Elementary School**

1500 Second Ave.  
Gold Hill, OR 97525  
541-494-6840  
fax: 541-855-7487

**Rogue Primary School**

600 S. 2<sup>nd</sup> St.  
Central Point, OR 97502  
541-494-6570  
fax:

**Sams Valley Elementary School**

14235 Table Rock Rd.  
Central Point, OR 97502  
541-494-6870  
fax: 541-826-2469

<b>Central Point School District Administration</b>	<b>541-494-6200</b>
<b>First Student Transportation Department</b>	<b>541-494-6930</b>

**Walt Davenport, Superintendent**

**Central Point School District Board Members**

CJ Shipley, Chairperson

Cathy Salmon

Cindy Tilley-Case

Jolee Wallace

Bret Moore

## PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Board policies are available at each school office and on the district website at [www.district6.org](http://www.district6.org). Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

Central Point School District is committed to providing an environment free from discrimination and harassment. The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

Telephone access numbers for hearing and/or visually impaired individuals:  
<http://www.oregonrelay.com/tty>

[Nondiscrimination Policy](#)  
[Sexual Harassment Policy](#)

If you or anyone you know has experienced sexual assault or harassment, you may seek assistance through local law enforcement or through one of the district/school Title IX coordinators. The Central Point School District Title IX Coordinator is Tom Rambo and can be reached at 541.494.6232 or [Tom.Rambo@District6.org](mailto:Tom.Rambo@District6.org).

Sexual conduct, harassment or Title IX issue:  
Tom Rambo- Director of Human Resources [tom.rambo@district6.org](mailto:tom.rambo@district6.org) - (541) 494-6232

To report a Civil Rights violation:  
Tom Rambo- Director of Human Resources [tom.rambo@district6.org](mailto:tom.rambo@district6.org) - (541) 494-6232

SPED or Title II- Americans with Disabilities Act:  
Ryan Munn- Director of Student Services [ryan.munn@district6.org](mailto:ryan.munn@district6.org) - (541) 494-6231

504, TAG, ELD:  
Christine Beck- Director of Education [Christine.beck@district6.org](mailto:Christine.beck@district6.org) - (541) 494-6224

For the Central Point School District complaint procedures, please click the following link:  
[KL – Public Complaints](#)

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies.

Parents objecting to the release of directory information on their student must notify the district office within 15 days of receipt of the student handbook. Parents must also give their signed and dated written permission for the district to release personally identifiable information.

Dear Parents:

Welcome to the Central Point School District. We look forward to collaborating to provide an exciting year of learning for your children.

We are committed as a school district to maintaining a high level of communication with you concerning your child's educational program and their individual academic progress. We believe that parental involvement in our schools is an essential part of your child's success. You are encouraged to maintain close contact with us as we work together to ensure your child reaches their highest potential.

To provide the best curriculum and instruction, the teachers in the Central Point School District are afforded ongoing opportunities for professional development. This will greatly enhance a positive learning environment for our students. We appreciate your continuing cooperation and support. Together, we can make this a successful year for all.

Sincerely,

**Tiffany Slaughter**

*Principal, Central Point Elementary*

**Cara Taylor**

*Vice Principal, Central Point Elementary*

**John Greeny**

*Principal, Jewett Elementary*

**Charissa Spranger**

*Vice Principal, Jewett Elementary*

**Katrina Douglas**

*Principal, Mae Richardson Elementary*

**Nancy Roby**

*Vice Principal, Mae Richardson Elementary*

**Michelle Cook**

*Principal, Patrick Elementary*

**Maggie Staley**

*Principal, Rogue Primary School*

**Tammie Collom**

*Principal, Sams Valley Elementary*

## School Information

The school office is open weekdays from 7:30 AM to 3:30 PM.  
Wednesdays are early release (one-hour early release time)

### **CENTRAL POINT ELEMENTARY**

Kindergarten	7:55 am 2:20 pm
Grades 1 – 3	7:55 am 2:20 pm
Grades 4 – 5	7:55 am 2:25 pm

### **JEWETT ELEMENTARY**

Kindergarten	7:45 am 2:10 pm
Grades 1 – 3	7:45 am 2:10 pm
Grades 4 – 5	7:45 am 2:15 pm

### **RICHARDSON ELEMENTARY**

Kindergarten	7:55 am 2:20 pm
Grades 1 – 3	7:55 am 2:20 pm
Grades 4 – 5	7:55 am 2:25 pm

### **PATRICK ELEMENTARY**

Kindergarten	7:55 am 2:20 pm
Grades 1 – 3	7:55 am 2:20 pm
Grades 4 – 5	7:55 am 2:25 pm
Grades 6 – 8	7:55 am 2:35 pm

### **ROGUE PRIMARY SCHOOL**

Grades K-2	8:10 am 2:35 pm
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### **SAMS VALLEY ELEMENTARY**

Kindergarten	7:45 am 2:10 pm
Grades 1 – 3	7:45 am 2:10 pm
Grades 4 – 5	7:45 am 2:15 pm

# **School District #6 Vision & Mission Statement**

## **Vision**

Central Point School District 6 students will acquire the skills, knowledge, and attributes necessary to confidently navigate the opportunities and challenges of a complex world.

## **Mission**

Central Point School District 6, in partnership with families and community, creates a culture of belonging where personalized and authentic learning opportunities empower every student to thrive and contribute to our ever-changing society.

## **Core Values**

Relationships  
Equity  
Safety  
Innovation  
Achievement  
Character

## Arrival and Dismissal of Students to/from School

### **\*\*Arrival**

Safety of our children is paramount at all of our elementary schools. Please adhere to the following procedures for the drop off and pick up of students:

Children should **arrive at school no earlier than**

CPE, JES, MRE, PES, RPS

7:30a.m.

Sams Valley Elementary

7:20a.m.

If you need to leave the car for any reason, the following rules must apply:

- Do not drop off or pick up children in the Bus Only Lane
- Do not park in the fire lane.
- Do not leave young children unattended in cars.
- Follow seat belt and child safety seat laws.
- Cars must be parked legally in a designated parking space.
- Do not leave cars running unattended.
- Do not double-park in the parking lot.
- Do not drop-off or pick-up students in staff parking lot.

### **\*\*Bus Riders**

When students are excused from class they must go directly to their bus line. **Buses will leave promptly.** All Kindergarten students must be met by an adult at bus stops returning students.

### **\*\*Dismissal & Early Leave**

- Once students arrive at school, they are not permitted to leave the grounds until dismissal time, except by special permission. **Every time** it is necessary for a student to leave school at a different time or with a different person than normal, written permission should be sent to school with all pertinent information. **You must sign your child out through the office prior to our releasing him/her from school.** Your cooperation is vital in our efforts to keep our students safe.
- If you would like to call ahead of time, we can have your child ready to go on your arrival. Upon dismissal for the day, students are expected to go directly home. If you wish to change this routine in any way, we **MUST HAVE WRITTEN** permission **PRIOR** to dismissing your child.
- Upon dismissal for the day, students are expected to go directly home or be picked up promptly by parent/guardian or childcare provider.

### **\*\*Emergency School Closures**

If it is necessary to close school because of inclement weather, dangerous road conditions or any other emergency which might arise, a "NO SCHOOL" announcement will be broadcast over the following stations: KRWQ, KMED, KISS, KLDZ, KAKT, KBOY, KCMX, KTMT, KTVL, KBOI and KDRV. The announcements will be made between 6:00 AM and 7:00 AM. In case of emergency dismissal, an announcement will be made over the same broadcast systems, as well as official district Facebook page and through ParentSquare. It is very important that parents talk with their children about what to do in case of school closures ahead of time so children will know what to do. We will make phone contact with parents or emergency contacts listed on the registration forms prior to sending a student home.

If it is deemed unsafe for students to be at school, any After School Programs in our buildings will close as well. Please have an alternate plan we can help your students with ensuring they get home.

Please use the District 6 website as another informational outlet. The address is [www.district6.org](http://www.district6.org).

## **Breakfast & Lunch Program**

Our school operates a breakfast and hot lunch program for its students.

**Attention Parents:** For the 24/25 school year we will be continuing the option via the National School Lunch and Breakfast program called Community Eligibility Provision. This allows us to serve free breakfast and lunch to all students without collecting free and reduced applications. If your student attends any of our elementary schools, you DO NOT need to fill out an application.

## **Bus Transportation**

Student transportation is a service and privilege provided by the school district to responsible students. Students failing to follow bus regulations are subject to having their bus privileges revoked. Bus rules are based on years of experience in the transportation of students and are designed primarily for the safety of all passengers.

Student conduct must be such that drivers are able to focus their full attention on the driving the bus. The following regulations will govern student conduct on school buses and will be posted in a conspicuous place in all buses.

### **Student Conduct on School Busses**

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

The superintendent will have published such other regulations as are necessary for the safe conduct of students riding district school buses or other forms of district transportation. Such regulations will be available to all parents and students and will be posted in each school bus or other district vehicle.

A pupil who disobeys rules and regulations set by the Department of Education and Transportation shall be taken to his/her designated stop, let off the bus and advised that he/she will receive a citation and that the student will not be permitted back on the district school bus until the citation is returned to the bus driver signed by a parent or guardian and the school principal after due process meeting with the student.

The first citation may result in a reprimand from the school. The second citation may result in a reprimand and loss of bus riding privileges for an undetermined amount of time. The third citation may result in loss of bus riding privileges for the remainder of the school year. In all cases, students will be provided the basic



due process rights as detailed by the state law, the school board suspension and expulsion policies and administrative procedures.

The foregoing procedures are not deemed to be exclusive, however, and in the event the student behavior is deemed serious, the student may be subject to suspension and/or expulsion in accord with the district procedures.

## **Class Parties and Treats**

Home birthday party invitations need to be mailed or telephoned from home. Hurt feelings occur when invitations are delivered at school. School treats for birthdays are permitted after making arrangements with your child's teacher. Please make sure to check with your child's teacher concerning specific allergies. Due to the risk of infection of various pathogens from cross contamination, Central Point Schools require that parents provide **only** store bought and unopened treats for sharing in classrooms.

Please help us promote responsible health styles by providing high nutrition, low sugar, low salt, and low fat treats. In lieu of classroom treats, you might consider giving a new book to the class (*or library*) in your child's name.

The office **will not** deliver **flowers, balloons or gifts** to classrooms during the day for their students. Deliveries will be held in the office until the end of the day. These items are not allowed on the school busses and often are disruptive to the children's learning environment.

## **District and State Assessments**

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

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

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

## **Emergency Drills (Fire, Earthquake, Crisis/Lockdown)**

Instruction on fire, earthquake, safety threats dangers and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety. A map/diagram of the fire escape route is posted near all classroom doorways

and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

## **Field Trips**

All field trips are an extension of your student's learning process, therefore classroom attendance and completed assignments are necessary before participation on any field trip. Students will only be allowed to participate in school-sponsored activities and trips upon returning a permission form completed and signed by their parent/guardian. If a student does not return a permission form to his/her teacher by the designated due date, the student **will not** be allowed to participate.

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

## **Field Trip Chaperones**

All persons chaperoning a field trip must have a valid Criminal History Verification on file with Central Point School District one week prior to the field trip. **Siblings are not allowed to attend field trips with adult chaperones.**

## **Home and School Communication**

### **\*\*Messages From Home**

If an **emergency** arises during the day, parents should phone the office early enough to assure delivery of a message before the end of the school day. Due to the nature of school dismissal and end of day procedures, we cannot guarantee that messages left for your child later than one hour prior to dismissal will be received.

### **\*\*Reporting Student Progress**

Central Point School District provides continuous assessment and evaluation of student learning. Teachers utilize student work samples and provide progress reports to parents. Parent/Teacher conferences are regularly scheduled with additional conferencing upon request.

October- Parent Conferences

December- Report Cards

March- Report Cards

June- Report Cards

### **\*\*School Newsletter**

School newsletters are sent home electronically via ParentSquare to inform parents of school happenings. They include information about students and programs. A calendar of upcoming events is always included. Please watch for this newsletter once a month.

### **\*\*School Telephone Use**

The school phone is a business phone. Except in case of emergency, please DO NOT call or text students or teachers during class instruction. Children must have office permission to make calls. They are NOT to arrange for parties or to secure permission to visit another child after school. Notes should be used for this purpose. Except in an emergency, we ask parents NOT to call to tell a child to go elsewhere after school or ride a different bus. This causes anxiety in many children.

## Health & Medication

### **\*\*Communicable Diseases & Illness**

Parents of a student with a communicable or contagious disease are asked to telephone the [school nurse/principal] so that other students who have been exposed to the disease can be alerted.

Parents with questions should contact the school office.

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

### **\*\*Emergency Medical Treatment**

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

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

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

### **\*\*Head Lice:**

Head Lice is a common condition found often in elementary schools. It is not an indication of socioeconomic status or level of cleanliness. Eliminating head lice is a multi-step process that must be followed and must be repeated over time (approx. 3 weeks). **Head Lice is not considered a Communicable Disease by the Health Department and the American Pediatric Association and does not require exclusion from school.**

There is no way of knowing if nits will hatch into live bugs, therefore we only deal with live bugs. We do **not** do all school head checks. If a parent calls school to say their child may have head lice, we will offer to check their child or show them how to check. We will also offer to check their siblings that attend our school. We will **not** check other students in their classrooms or friends.

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel. School

personnel will notify the parent or guardian of a student found with head lice and provide information on appropriate treatment. The student will be allowed to remain in school.

### **More Information on Head Lice**

**CAUSATIVE AGENT:** Lice are wingless crawling insects. Their color varies from translucent to black. Their eggs, called nits, are laid on the hair shaft anywhere on the head.

**SIGNS AND SYMPTOMS:** Sometimes there is redness and/or itching behind and around the ears and at the nape of the neck.

**INCUBATION PERIOD:** Lice hatch in 8-10 days. Without human blood a louse will die within 4-5 days.

**METHOD OF TRANSMISSION:** Head lice live only on humans. They are spread by close contact with an infested individual. Contaminated objects may also transmit head lice, combs, hats, helmets, towels, bedding, clothing and costumes. Teach your child not to share personal items.

**TREATMENT:** For effective treatment guidelines, please see all head lice documentation in the Communicable Disease database.

For more information, contact your health care provider, your School Nurse, the Jackson County Health Department or: [http://www.cdc.gov/parasites/lice/head/gen\\_info/faqs.html](http://www.cdc.gov/parasites/lice/head/gen_info/faqs.html)

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

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

### **Drug, Alcohol and Tobacco Prevention**

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

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 [will] maintain a drug-free educational environment.

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

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

## **\*\*Immunizations ,Vision & Dental Screenings**

### **• Immunizations**

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

### **The 2024-25 school exclusion date February 19, 2025.**

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

### **• Vision Screening**

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

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

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

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

### **• Dental Screening**

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

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

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

## **\*\*School Insurance**

The District does not provide medical insurance to cover student injuries, which may occur on the school ground and in the building. Parents have the option of purchasing student insurance for a reasonable cost as protection against such accidents. Detailed information can be found in the packet provided at registration or in our school office. At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have: (1) purchased the student accident insurance; (2) shown proof of

insurance; or (3) signed a form rejecting the insurance offer.

### **\*\*Student Medication**

If your child needs to take medication at school, you need to discuss the matter with the school secretary. ALL medication is stored in a locked cabinet and distributed by the school office. School personnel may NOT dispense or administer medication of ANY kind to a student without written instructions and a signed request from the parent or physician. Medication **MUST** be in its original container. **Medication is to be brought to the school office by the parent or guardian (students should not be bringing transporting own medication to or from school.)** You will be asked to fill out a form with all the information needed to accurately administer the medication. Your cooperation in this important matter is appreciated.

Request and parental permission for the district to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.

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

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer nonprescription medication (parental signature in place of prescriber signature).

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

A request to the district to administer non-prescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

In situations when a licensed health care professional is not immediately available, trained personnel, designated by the district may administer epinephrine, glucagon, or other medications to a student as prescribed and/or allowed by Oregon law.

### **\*\*Wellness Instruction & Physical Activity**

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

## **Homework Policy**

The teachers of our elementary schools recognize the benefits of purposeful homework. We believe students who consistently complete homework assignments are more likely to experience academic success and enjoy greater self-esteem.

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

the classroom process.

Frequency: Your student may be assigned homework. The amount of work and the length of the study period will vary among grade levels and teachers.

Parent Expectations: Parents are expected to provide a quiet environment for study, give support and help when necessary, and praise their children for completion of their work. We suggest that a regular work time be scheduled each weeknight for studying. This may include work assigned by teachers. If no homework is assigned, children may spend this time reading for enjoyment, listening to stories read by other family members, or practicing other skills.

Student Expectations: Students will complete their work to the best of their abilities. Work will be completed in a neat, legible manner. Homework will be turned in on time.

Teacher Expectations: Teachers will notify parents when students are significantly behind in their homework assignments.

## **Items From Home**

Students are not to bring items to school that are unsafe such as knives, ammunition, old shell casings or weapons of any kind. Toy weapons are NOT allowed.

**\*\*Cell Phones/Smart Watches**: We realize some parents rely on their students having a cell phone or watch for communication purposes. Students may use their cell phones or watches to notify their parents of arrival at school or dismissal from school. During the school day (7:45 to 2:25) student cell phones must be turned off and stored to limit distraction from the instructional setting and avoid possible miscommunication. Smart watches may not be used during the day to call and/or text. If you need to contact your child during the school day, we ask that you call the front office. This helps us establish clear communication with your student and limits distraction in the classroom.

**\*\*Electronic Devices**: In special cases, electronic devices that are utilized for academic projects or performances, field trips, or after school programs will be permitted upon teacher approval. In those cases, the device must be stored and not in use outside of the time scheduled for the project, demonstration, performance or activity.

Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.

Technology Use Policy: Users who violate technology guidelines will be subject to discipline according to the campus discipline plan, the Student Code of Conduct and other district policies. When applicable, Federal, State, and Local law enforcement agencies may be involved when infraction is in violation of the laws governing computer use.

**\*\*Live animals**: With the exception of service animals, of any kind are not allowed at school without permission from the classroom teacher and school principal. Live animals are NOT allowed on school buses. This is a State regulation.

**\*\*Toys**: Toys are not allowed at school, unless previously arranged with classroom teacher. Exceptions during marble season, approved school sponsored activities or show and tell (with teacher permission). Any toys received as a PBIS incentive or classroom prize must immediately be placed in student backpack to take home.

**Students are NOT allowed to sell unauthorized items at school.**

**Please note: The school is not responsible for lost or stolen devices. However, we will take reasonable measures to recover lost or stolen items.**

## **Lockers**

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials.

A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. The district will not be responsible for the loss of, or damage to, personal property.

## **Lost and Found**

Your child's name should be clearly marked on all articles of clothing and personal items brought to school. Any items found should be taken to the appropriate destination. Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each grading period.

Loss or suspected theft of personal or district property should be reported to the school office. The district will not be responsible for the loss of, or damage to, personal property.

## **Notifications**

### **\*\*Asbestos**

Jackson County School District 6 has a copy of the Asbestos AHERA Management Plan. The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office.

Dale Giovanetti, District Maintenance Supervisor, serves as the district's asbestos program manager and may be reached for additional information at 541-494-6921.

### **\*\*Clean Air**

The Central Point School District is a tobacco related-free environment. No person shall use tobacco related products in any form or smoke on district property. This includes the use of e-cigarettes on campus.

### **\*\*Student Rights Notification**

School districts are required to provide parents and students 18 years of age, with a written notification of their rights according to federal regulations. The Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) are incorporated into the Central Point School District Board policies.

FERPA is a Federal law that protects the privacy of student's education records. FERPA gives parents certain rights with respect to their child's educational records. FERPA also requires school districts to disclose directory information contained in student records which is not generally considered harmful if released to outside organizations.



Notification of these rights is detailed in our school newsletters and a copy can be found at our district office. If you have a question, please contact the school district office at 541-494-6200 or your student's principal. These documents and resource links are available on the school district website at [www.district6.org](http://www.district6.org)

Student rights and responsibilities include but are not limited to the following:

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

### **\*\*Parent Rights**

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

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

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

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

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

### **Bias Incident Complaints**

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

“Symbol of hate” means a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including, the noose, symbols of neo-Nazi ideology and the battle flag of the Confederacy, and whose display:

1. Is reasonably likely to cause a substantial disruption of or material interference with school activities;  
or
2. Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.

The district prohibits the use or display of any symbols of hate on [district] [school] grounds or in any district- or school-sponsored program, service, school or activity that is financed in whole or in part by monies appropriated by the Oregon Legislative Assembly, except where used in teaching curriculum that is aligned to the Oregon State Standards.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.

## **Parent Involvement**

Parents and family are a child's first and most important teachers. We need and value your partnership. To best encourage your child's learning and to help them be the most successful in school, we recommend to following:

1. Encourage your child to go to school EVERY day.
2. Talk to your child about their school day and what they learned.
3. Be involved in your child's education. Get to know their teacher, the staff and the principal. Participate in school activities.
4. Spend 15 – 30 minutes a day reading with your children.
5. Set a reasonably early bedtime.
6. Set up a regular, quiet time and place for kids to study.
7. Try to limit television, movies and video games on weekdays.

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The school newsletter, “Back to School” nights, learning exhibitions and student performances are all great ways to stay informed.
3. Become a district volunteer. For further information contact the building principal.
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

## **Parent-Teacher Organization**

Each of our elementary schools has a Parent Teacher Organization that meets throughout the year. It has sponsored many school functions and fundraisers to help with playground equipment, computers and needed school support, supplies and equipment. Watch for meeting dates and become an active member in this very important group. Your involvement is important!

## **Recess**

Recesses are a privilege and occur during the school day to provide students with breaks from their lessons. Whenever weather allows, we spend this time out-of-doors. Please be sure that your children wear **appropriate clothing and footwear** for the weather. Children may be required to miss recess to complete work, time out or other reasons deemed necessary by the teacher.

## **Recreational Transportation**

Students may not ride bicycles, skateboards, scooters, roller blades, hover boards or heelies etc. on school property at any time. If used to transport to/from school, it should be securely locked or secure in designated areas. Students that use this form of transportation must adhere to the laws regarding helmet use.

## **Special Programs & Services**

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

### **\*\*ELD Services**

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

### **\*\*Equal Educational Opportunity**

Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation, race, religion, color, national origin, disability, marital status, linguistic background, culture, capability or geographic location.

Further, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance and extracurricular activities.

### **\*\*LaClinica School Health & Counseling Services**

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

## **\*\*McKinney Vento Homeless Act**

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

## **\*\*Section 504**

Central Point School District provides accommodations and special programs for qualified disabled students. These activities are provided through Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act. Your child, or a child of your acquaintance, may be eligible for accommodations or special programming. The District maintains assessment resources to determine eligibility for these resources. If you are aware of a child with a potential disability, including children that may require speech and language services, please notify your building principal or Director of Special Programs at 494-6231.

## **\*\*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 IA 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 IA. Students or parents with questions should contact a building administrator or counselor.

## **\*\*Talented and Gifted Services**

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

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

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

## **Student Behavior**

At Central Point School District, one of our main jobs is to make sure that each student feels safe and secure and has an opportunity to learn and to explore new activities in a setting that is helpful and cooperative. In order to accomplish this, we have established school-wide discipline plans. This plan specifies the rules we expect our students to follow, the consequences they can expect if they don't and the positive rewards and recognition that students will receive for following the rules. The staff will

be spending a lot of time explaining and teaching what kids need to know to be successful. School rules are:

1. Be Safe
2. Be Responsible
3. Be Respectful

Students who choose not to follow these rules may receive consequences including a conference with the teacher, loss of free or recess time or a referral to the principal. Students will always have an opportunity to explain their side of the incident, and parents will be informed of the circumstances and consequences. Severe or repeated violations like fighting, vandalism or insubordination may result in much more serious consequences including suspension or expulsion (*zero tolerance behaviors*).

In addition to the school-wide plan, each teacher will be providing parents with a copy of the guidelines that are specific to their classroom. During our Parent Night you will have an opportunity to ask questions and discuss these procedures with your child's teacher. You may also contact the teacher and/or principal if you have specific questions or concerns.

### **\*\*Academic Integrity**

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

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

### **\*\*Playground Rules and Expectations**

1. Students are to stop what they are doing when the bell rings, line up quickly and wait quietly to be excused.
2. Students will leave rocks, bark, sticks and other dangerous objects alone. In addition, students will stay dry, away from puddles and mud.
3. Students will play only on playground areas, not in the bushes.
4. Students will show pride in their school by keeping the building and grounds free of litter.
5. Students will take turns on equipment.
6. Students will not chew gum, candy, or food on the playground. They may sit at picnic tables until they are finished eating.
7. Students will not bring to recess any electronic games, iPods, cell phones, radios, or toys.
8. If any playground equipment goes beyond any fence, it remains there until an adult on duty can retrieve it.

### **\*\*Student Code of Conduct**

Zero tolerance behaviors are those offenses that are serious enough to result in possible suspension or expulsion from school. Students committing any of these offenses receive a referral to the principal or the child development specialist. Parents/guardians are notified by phone or in writing about the offenses and about the consequences of that offense. Consequences may include, but are not limited to, a student problem-solving conference, parent conference, loss of privileges or recess time,

suspension or expulsion. Law enforcement officers may also be notified on any of these offenses, based on school board policy, state law and the severity of the incident.

The district has authority and control over a student at school during the regular school day, at any school or district-sponsored activity, regardless of time or location, and while being transported in district-provided transportation.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored or district-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or may be referred to law enforcement officials or Oregon Department of Human Services for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence[, as prohibited by Board policy JFCF – [Hazing, ]Harassment, Intimidation, Bullying, [Menacing, ] Cyberbullying, Teen Dating Violence or Domestic Violence - Student, and accompanying administrative regulation];
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE - Reporting of Suspected Abuse of a Child;
5. Violent behavior or threats of violence or harm [as prohibited by Board policy JFCM - Threats of Violence];
6. Disorderly conduct, false threats and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing or using a weapon [as prohibited by Board policy JFCJ - Weapons in the Schools];
8. Vandalism, malicious mischief and theft, [as prohibited by Board policies ECAB – Vandalism, Malicious Mischief or Theft and JFCB - Care of District Property by Students] including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
9. Sexual harassment [as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation];
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs or other controlled substances, including drug paraphernalia [as prohibited by Board policy(ies) [JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems];
11. Use or display of profane or obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school or classroom rules.]

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

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

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

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

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

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

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

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

### **\*\*Student Corporal Punishment**

The use of corporal punishment in any form is strictly prohibited in Central Point School District 6. No student will be subject to the infliction of corporal punishment.

Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of physical pain.

No teacher, administrator or other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control. Permission to administer corporal will not be sought or accepted from any parent or guardian, person in parental relationship or school official.

### **\*\*Student Discipline/Due Process**

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

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

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

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

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

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, they may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

### **\*\*Discipline of Students with Disabilities**

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

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

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

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

### **\*\*Suspension**

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

The use of out-of-school suspension for discipline of a student in the fifth grade or below, is limited to: a) nonaccidental conduct causing serious physical harm to a student or employee; b) when a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or c) when the suspension or expulsion is required by law.



When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

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

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

### **\*\*Student Drug or Alcohol Possession**

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

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

### **\*\*Student Explosives/Weapons Possession**

Weapons or replicas of weapons and any explosive or incendiary device (knives, fire crackers, smoke bombs, etc.) are forbidden on school property. Any student possessing a weapon or explosive device at school will be reported to their parents, may be reported to the police and are subject to suspension or expulsion from school as indicated in School Board Policy and Oregon State Law.

### **\*\*Student Questioning**

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

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

### **\*\*Student Restraint and Seclusion**

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

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

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

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

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

### **\*\*Student Searches**

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

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

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

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

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

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

### **\*\*Student Threats**

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student,

staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass or intimidate another. Additionally, false threats to damage school property will not be tolerated.

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

## **Student Dress Guidelines**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. The apparel students wear to school can have an effect on the learning environment and behavior in and out of the classroom. To determine the dress guidelines at our schools, we need to look at the shoes and clothing our students wear in conjunction with our three school rules of *Be Safe, Be Respectful, Be Responsible*.

We will look at safety of clothing. We ask that if your child wears flip flops or sandals with no back strap, he/she brings a pair of tennis shoes in their backpack for recess and P.E. Safety of our students is a priority. We have found abrasions caused by bare skin hitting the asphalt and/or pea gravel are far from comfortable for our students. The longer the shorts, the more skin is covered and thus protected. Shorts/skirts must be of substantial length and not a distraction for the learning environment. We will not be able to provide shoes from the office or have your child call home to have another pair of shoes brought to school. It is our recommendation, due to safety concerns, that students do not wear flip-flops (shoes without a heel strap).

We also need to determine if the clothing is respectful to others. It is imperative that the student's clothing support our effort to respect every child's right to learn and not cause a distraction in the classroom. This means the attire needs to cover undergarments completely.

- *Straps on tops need to be an inch wide.*
- *Backless tops, tops that show a bare belly, mesh tops, tops designed to be undergarments, sagging pants that allow undergarments to show and shorts that are too short have proven to be classroom distractions.*
- *Also, students are not allowed to wear any clothing that has obscene or inappropriate logos or sayings, or that display tobacco, drug or alcohol related slogans as we find these things to be disrespectful.*
- *Hats not to be worn in school buildings.*

In an elementary setting, we discourage students from wearing make-up as it can be a distraction in the classroom and no sharing of make-up due to health concerns.

It is our hope that students, with the help of their family, will monitor their own attire and take responsibility for making sure it is safe and respectful. We would rather not hand out a list of "do-nots," we have established. If you have any questions regarding school dress, please do not hesitate to call the school office.

# School Enrollment & Attendance

## \*\*Attendance

### Attendance Legislation HB 3197

*The Oregon legislature has established a requirement that all school boards adopt a "same day" notification policy when a student has an unexcused absence.*

#### SECTION 1.

- (1) Each district school board shall adopt an attendance notification policy that satisfies the requirements of this section.
- (2) An attendance notification policy must:
  - (a) Be implemented by each school in the school district; and
  - (b) Require that each school ensure that a parent or other person in parental relationship to a child is notified in person or directly by telephone by the end of the school day on any day that the child has an unplanned absence.
- (3) If a parent or other person in parental relationship with a child cannot be contacted in person or directly by telephone:
  - (a) A message shall be left for the parent or other person, if possible; and
  - (b) Notice of the child's absence shall be provided to the attendance supervisor, who shall proceed as provided in ORS 339.055.

Regular attendance is VERY important. It is vital that your child is at school each day in order to participate in and fully benefit from the activities and instruction provided by the teacher. No amount of make-up work can replace the interaction between your child and their teacher. Excessive absences contribute to poor academic performance. Oregon law allows a student to be absent for illness, family emergencies and religious reasons.

Regular attendance is a must if the school is to do the best possible job of educating your child. Students are expected to be in school except in cases of emergency or illness. When absent or tardy, parents should call the school office by **8:45 am** to excuse the absence. If a parent does not call the school office, absences or tardies will be recorded as unexcused. Vacations during the school year are considered unexcused absences.

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

A parent will be issued a notification, in writing and in the native language of the parent and in accordance with law, the [superintendent] will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

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

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a

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

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

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

Each school shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

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

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

### **\*\*Tardies**

Promptness to class is very important. Teachers begin the academic program immediately following the tardy bell. Students are required to be in their seats and ready for learning prior to this bell. If a student is tardy, they must check in with the office before going to class.

### **\*\*Promotion, Retention, & Grade Level Placement**

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.

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

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

## **\*\*School Enrollment**

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

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

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

## **Technology Use**

Students may be permitted to use the district's electronic communications system ~~only to~~ for Personal use of district computers including Internet and email access is prohibited. Permitted when consistent with board policy and administrative regulations and when during the school day.

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

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

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring.

By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

Students will comply with district policies, including but not limited to, Board policy IIBGA - Electronic Communication System and its administrative regulations. Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law may be reported to law enforcement officials.

## **Use of School Grounds or Buildings**

Persons are not to use the school grounds between the hours of 7:30 AM and 4:00 PM for anything other than approved or school related activities. Requests for use of our facilities for outside activities should be made on the regular School District 6 forms available in the school office. All school activities are scheduled before outside requests are considered. Skates, skateboards, bicycles, tobacco, alcohol and drugs are **NOT** allowed on school grounds.

## **Visiting Animals**

Animals are not permitted on school property without prior approval. To bring an animal onto school property **for a short visit** please contact your child's classroom teacher or a school administrator to arrange a time for the visit. If an animal is permitted to visit, it must be restrained and/or confined while on the premises. Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the Superintendent, that are part of an approved district curriculum or co-curricular activity are allowed in district facilities. Companion and comfort animals are not considered service animals. Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

## **Visitor Policy**

Parents and guardians are invited and encouraged to visit the school.

**ALL VISITORS MUST CHECK IN WITH THE OFFICE TO OBTAIN A VISITOR'S BADGE.**

## **Visitor/Volunteer Sign-In**

We believe your child's safety is of the utmost importance. All visitors are required to sign in and wear a visitor/volunteer badge. These sign-in sheets are located on the front counter in the main office of each building.

## **Volunteers**

Volunteers provide a valuable service to our school. Parents and others interested in our school volunteer program have opportunities to help in the library, classrooms, as field trip chaperones, with special projects, etc. For information concerning volunteer work, please contact your Volunteer Coordinator or classroom teacher. **All volunteers must have a valid Criminal History Verification on file with the Central Point School District one week prior to volunteering or attending a field trip.**