North Santiam School District

2025-2026 North Santiam SD 29J

STUDENT & PARENT HANDBOOK & STUDENT CODE OF CONDUCT GRADES K-12

Our Vision:	**Future-Ready Students**
Our Mission:	**Provide a Skills-based and Rigorous Academic Education for All Students**
Guiding Principle:	**Do What is Best for Kids!**
Our values:	**C.A.R.E** • **Citizenship** • **Accountability** • **Relationships/Connections** • **Excellence**
Strategic Themes:	**Future-Ready Students** **Teaching & Learning** **Thriving Communities** **Quality Staff** **Fiscal Stewardship**

This Parent-Student Handbook has been prepared to acquaint you with the basic policies and procedures of the North Santiam School District, to inform you of the District's's Code of Conduct and provide you with a reference for answering your general questions. Each school also has a separate handbook which can be accessed on the district website at
https://www.nssd29j.org/for-families/handbooks
Please contact the school if you have additional questions.

NORTH SANTIAM SCHOOL BOARD MEMBERS

Mackenzie Strawn, Chair
Alisha Oliver, Vice-Chair
Brunk Conley
Erin Cramer
Coral Ford
Mark Henderson
Mike Wagner

NORTH SANTIAM SCHOOL DISTRICT
Superintendent, Lee W. Loving

District Office Information

County: Marion & Linn
Enrollment: 2050
Meetings: Third Thursday @ 6:00 PM, link to calendar
ESD Served by: Willamette ESD
District Web Page: www.nssd29j.org
District Policy Page: http://policy.osba.org/nsantiam/index.asp

NORTH SANTIAM SD 29J
1155 North Third Avenue
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SCHOOLS IN THE NORTH SANTIAM SCHOOL DISTRICT

Stayton Elementary School (K-3)
Mari-Linn School (K-8)
Sublimity Elementary & Middle Schools (K-8)
Stayton Intermediate/Middle School (4-8)
Stayton High School (9-12)
Options Academy (K-12)

The Director of Human Resources has been designated to coordinate compliance with the legal requirements of Title II, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Director of Human Resources may be contacted at the District Office, 1155 North Third Avenue, Stayton, OR 97383, or at 503.769.6924 for additional information and/or compliance issues. Full policies are available through the policy website listed above or by contacting the Board Executive Assistant at 503-769.6924 or by email at communications@nssd29j.org.

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DISTRICT SECTION

STUDENT CODE OF CONDUCT

This handbook is based on district-wide requirements and information that pertain to all students and their parents/guardians in the NSSD, regardless of which school they attend.

For athletic agreements and information pertaining to a particular campus, please refer to that specific handbook available in any school office or on the NSSD WEBSITE.

BEHAVIOR EXPECTATIONS

Students are responsible for conducting themselves properly and for contributing to a productive learning environment, in accordance with the policies of the District and the lawful directions of staff. The District has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

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

Under Board Policy, students will be subject to discipline, including detention, suspension, expulsion, denial and/or loss of awards and privileges, and/or referral to law enforcement officials, including, but not limited to, the following:

- Assault; Board Policy JG
- Bias Incident and Symbols of Hate; Policy ACB
- Bringing, possessing, concealing or using a weapon; Board Policy JFCJ
- Coercion; Board Policy JG
- Discrimination, Nondiscrimination; Policy AC
- Disorderly conduct, including disruption of the school environment; Board Policy JG
- Harassment; Board Policy JBA/GBN/JFCF/GBNA
- Hazing, harassment, intimidation, bullying, or menacing; Board Policy JFCF and JG
- Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials; Board Policy JG
- Racial Harassment; Policy AC
- Use of tobacco, alcohol, or drugs, including drug paraphernalia and sharing prescription drugs; Board Policy JFCG/JFCH/JFCI
- Use or display of profane or obscene language; Board Policy JG
- Vandalism/Malicious Mischief/Theft; Board Policy JFC, JFCM and JFCB
- Violation of District transportation rules; Board Policy EEACC
- Violent behavior or threats of violence or harm; Board Policy JFCM
- Violation of school or classroom rules; Handbook

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 Hearing Officer 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 is subject to criminal prosecution. See Board Policy JFCJ for additional information.

1. Oregon law defines a dangerous weapon as any weapon, device, instrument, material, or substance that, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.
2. A deadly weapon is defined as any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury.
3. A firearm is defined in federal law as any weapon (including starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame, or receiver of any such weapon or any firearm silencer.
4. Replica weapons include toys, fake, similar look-alikes that purport to be a weapon.
5. A destructive device is 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 any destructive device or from which a destructive device may be readily assembled.
6. Weapons may also include but are not limited to, knives, metal knuckles, straight razors, noxious, irritating, or poisonous gas, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents or patrons.

Student Discipline

A student who violates the Student Code of Conduct will be subject to disciplinary action. In all such instances, a student's due process rights, including the right to appeal the discipline decisions of staff and administrators, will be observed.

Referral to the building principal or designee can occur at any time for the following:

- To teach expectations;
- To provide support (remind/review/re-teach) expectations;
- To provide a reminder and issue timeout until the student is ready to follow expectations;
- To issue consequences; and/or
- For the collection and communication of behavior information.

The District's disciplinary options include using one or more discipline management techniques, including

- counseling by teachers, counselors, and administrators;
- behavior plan development;
- referral to the Student Intervention Team (SIT);
- in-school detention;
- out-of-school suspension;
- expulsion;
- and/or loss of privileges, honors, and awards.

Disciplinary measures are applied depending on the nature of the offense. A student's age and past pattern of behavior will be considered prior to any suspension or expulsion. Parent involvement and cooperation are essential in any discipline situation. All schools welcome parents to the school office to visit with staff and discuss issues of concern.

Consequence Guidelines

Consequences for student misbehavior include, but are not limited to, the following:

1. Conference with the student about the incident;
2. Warning;
3. Detention: the losing of activity, recess, and/or lunch privileges;
4. Parent conference;
5. In-school suspension;
6. Out-of-school Suspension (10 school days or less);
7. Suspension pending expulsion (10 school days or less); and/or
8. Expulsion.

Detention:

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

Suspension:

A student may be suspended from school for up to 10 school days for 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 (e.g., after-school detention, Saturday School). A student may also be suspended from attending classes but still report to campus to serve in-school suspension, per administrator discretion.

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.

During the suspension period, 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. There should be no further consequences beyond said suspension, unless there is an obvious pattern of behavior issues which would necessitate the need of further exclusion from after school activities due to student safety concerns.

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 alternative education options.

The District will provide appropriate expulsion notification, including expulsion hearing procedures, student and parent rights, and alternative education provisions as required by law (see the Alternative Education section in this handbook).

Students with Disabilities:

When a student being served by an individualized education program (IEP) engages in conduct that would warrant up to 10 days of suspension or expulsion for a non-disabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the

time and location of the student's manifestation determination meeting addressing the infraction and its relationship to the disability. For more information about the discipline of students with disabilities, see policy JGDA/JGEA.

CLOTHING GUIDELINE EXPECTATIONS

The District expects all individuals entering school campuses to be neat and clean in appearance. The District also expects all language used to be respectful, civil, courteous, inoffensive, and age-appropriate. Individual dress styles and trends change quickly and gang-influenced clothing often crosses over into the mainstream, making it challenging to track. As styles of clothing change, the District will address individuals if their mode of dress is deemed unsafe or inappropriate. Clothing styles that are disruptive of the education process, constitute a threat to the safety and health of self or others, or are a violation of any statute will not be permitted in school.

The following standards have been developed to guide students and families in making sure that clothing choices are appropriate for school:

1. Dress and grooming shall be clean, in keeping with proper health, safety and sanitary practices; this includes always wearing shoes in school.
2. The dress and grooming of students shall not cause a substantial disruption to the teaching and learning process (distractions due to the type of clothing).
3. Any clothing deemed to be gang-affiliated clothing or other related gang paraphernalia will not be allowed.
4. Clothing that has pictures of or references to alcohol, firearms, or drug-related clothing will not be allowed at school. Students are also not allowed to wear anything that promotes racial harassment or racial discrimination.
5. Clothing should be modest in nature in every school setting, including sporting events.

Students who are not dressed according to the above guidelines will be asked to change or put on additional clothing. If necessary, families will be contacted so that the student may make arrangements to change into appropriate clothing..

Additional information can be found in policy JFCA. Students will be referred to the building principal or designee if students are believed to be in violation. Continued violations of the clothing guidelines may result in suspension.

DRUG AND ALCOHOL-FREE DISTRICT

Drinking, smoking, or any use of tobacco products is prohibited on District property. District property includes schools and other district buildings, district vehicles, personal vehicles while on district property, outdoor areas such as playgrounds and athletic fields, and field trip participation. This policy also applies at all times to anyone using district facilities.

Vape Detection Devices: Under state law and in accordance with NSSD Policy JFCG/JFCH/JFCI, the possession, use, or distribution of nicotine or cannabinoid delivery systems on school district property is prohibited. The use of vape detection devices aids in the efforts for student adherence to the established policy, and a positive detection creates reasonable suspicion which may result in a search.

Naloxone (Narcan): The safety of our students, staff, and visiting community members is one of our top priorities. In an effort to increase safety in our district, naloxone (a.k.a. Narcan) is available on every district campus for the treatment of potential opioid drug overdose. There are locked boxes

(breakable in an emergency) in buildings next to all A.E.D. devices and in each school office. There are staff in each building that have been trained to effectively administer the naloxone should an emergency arise.

HARASSMENT & DISCRIMINATION

The NSSD does not tolerate acts of harassment or discrimination based on a person's actual or perceived race, ethnicity, national origin, color, religion, gender, gender identity, sexual orientation, disability, or other protected status. NSSD also prohibits students from engaging in harassing speech, aggressive speech, and/or hateful speech (words that are used toward anyone that causes harm) regardless of the intent which includes but are not limited to slang, slurs, endearment, and/or attempts at humor. Cursing is also prohibited. This extends to students' online behavior during the school day, while traveling to and from school, at the bus stop, at all school-sponsored events, and may extend to behavior outside of the school day if the behavior causes a substantial disruption to the educational environment.

Symbols of hate, such as Swastikas, Confederate flags, and nooses, are considered hate speech under federal law and as such, will not be tolerated in any form on any school campus. Displaying symbols of hate will be considered a violation of the Board Policy ACB - Every Student Belongs and will result in school discipline. At the beginning of every school year, students will be explicitly taught these expectations and how to report concerns.

We are committed to conducting prompt investigations of such incidents when they are reported. Reports may be verbal or in writing. School staff who have knowledge of racial harassment (or other harassment based on the protected status of the student) are required to report it the same day to the school administration, who will investigate the report and take prompt, effective remedial action. Students who are found to have violated the district's nondiscrimination/nonharassment policies will receive education and redirection and are subject to discipline proportionally to the hurt, harm, intent, and context. We commit to responding in a manner that prioritizes the safety and well-being of the persons impacted or potentially impacted. If circumstances warrant discipline, this may include suspension or expulsion for up to one full year from in-person school. For further clarification, refer to Board Policy ACB and AC.

We strongly encourage students and parents/guardians to work in support of the school's efforts to prevent acts of harassment and discrimination, and promote belonging in our schools. We encourage any student who believes they or another person has been subjected to harassment based on race, ethnicity, national origin, color, religion, gender gender identity, sexual orientation, disability, or other protected status in a school program or activity to report it to their teacher, school administrator or another trusted staff person.

The district also has a formal procedure for resolving discrimination complaints. Persons wishing to make formal discrimination complaints must file the complaint (orally or in writing) with the school principal or the superintendent's office.

Please see the following policies for more information:

AC - AC-AR1, & AC-AR2 - Non-discrimination
ACB - Every Student Belongs & ACB-AR- Bias Incident Complaint Procedure
JBA & JBA-AR1, JBA-AR2 - Sexual Harassment
JFCF - JFCF-AR1 & JFCF-AR2 - Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence – Student

Acts of retaliation for making good faith reports of discrimination or harassment will not be tolerated. For more information about district policies and regulations, please see the links below. Reports may also be made by calling the SafeOregon Tip Line at 844.472.3367

STUDENT RIGHTS AND RESPONSIBILITIES

This handbook has been provided to give parents and students information on behavior standards expected as well as the consequences of misbehavior. Below is a list of the guaranteed rights and responsibilities of students in the North Santiam School District.

1. Civil rights - including the right to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. The right to attend free public schools and 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 that the student believes injure his/her rights;
4. The right to free inquiry and expression, and the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally and the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others; and
6. The right to privacy including the student's education records.

TRANSPORTATION

District-provided transportation service schedules, routes, and regulations are determined by school Board Policies EEA, EEAB, EEAC, EEACC, EEACCA and administered by the Superintendent and Transportation Supervisor. The District contracts its transportation services with Mid-Columbia Transportation Company. Questions or concerns regarding bus service should be directed to the District Office or the Director of Safety & Security at 503.769.6924.

The District's discipline policy is in effect portal to portal (protecting and holding students accountable for any harassment, bullying, drug and alcohol use, behavior on the bus, etc., from the time they leave home to go to school until the time they return home again).

Parents are responsible for having their children at the bus stops on time and for their child's conduct at the bus stops. A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply may be denied transportation services and shall be subject to disciplinary action.

Transportation Safety Rules:

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in case of emergency.
4. Students shall be on time for the bus both morning and evening.
5. Students shall not bring animals, firearms, weapons, glass containers, aerosol cans of any kind, or other potentially hazardous materials on the bus.
6. Students shall remain seated while the bus is in motion.
7. Students may be assigned seats by the bus driver.
8. When it is necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.

9. Students shall not extend their hands, arms, or heads (including their hair), through bus windows.
10. Students shall have written permission to leave the bus other than at home or school.
11. Students shall converse in normal tones; loud or vulgar language is prohibited.
12. Students shall not open or close windows without the permission of the driver.
13. Students shall keep the bus clean and must refrain from damaging it.
14. Students shall be courteous to the driver, fellow students, and passersby.
15. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.
16. Students may not bring boom boxes or skateboards on the bus.
17. Students may not eat on the bus.

If inappropriate behavior occurs on the bus, students will be warned. Repeated misbehavior will be documented on an incident report form. After three or more incident reports, the child may not be allowed to ride the bus. Parents will be notified of each incident with a citation and a conference may be arranged as a result of a suspension.

To assure the whereabouts and safety of students, parents should send a signed note giving permission and stating the date when the student is to get off the bus at an alternate bus stop. If a student participates in a regularly scheduled event that requires a different bus stop, the parent should contact Mid-Columbia Transportation Company for a form and procedures.

DISTRICT-WIDE INFORMATION

ACADEMIC & SUPPORT SERVICES

Academic Services are available to children who have specific, identified disabilities or to those who need supportive services in order to succeed in the classroom. By law we identify, locate, and evaluate all students with disabilities living within the District's boundaries. All students may be eligible for academic support, including pre-school aged children. Disabilities include deafness, mental retardation, orthopedic impairments, emotional disabilities, learning disabilities, autism, speech impairments, and blindness. The District ensures that a free, appropriate public education is available to all students. Additional information can be found in policies *IGCB—Title I and IGBA—Students with Disabilities.*

In addition to regular educational programs, the following are offered to help meet the needs of students, parents, and the community. If you have questions about any special programs, please call the building principal or the District Office at 503.769.6924.

Alternative Education:
Alternative education is available to students who may need a non-traditional school environment in order to be successful. Alternative options include a variety of structured settings and locations including night school, tutoring, off campus classes, and online coursework. Referrals are made through the building principal or designee.

Meal Assistance:
All students have automatically been approved to eat one breakfast and lunch meal per day at no charge through the Community Eligibility Provision. There is no requirement to complete a

Free & Reduced Meal application. Students may purchase a second meal if desired. Meal prices are listed on the district website under Nutrition Services. Free or reduced priced meals are available for those who qualify under federal guidelines (applications required). During the registration process each student will receive information about applying for free and/or reduced lunches. For more information, please contact the Director of Nutrition Services at 503.769.6924.

Special Education:
Services are provided by specially trained teachers that work with children who have special learning needs. Students are qualified for Special Educational services based on state and federal guidelines and may include students of preschool age. If you have questions or need additional information contact the District Office at 503.769.6924.

Title I:
Title I is a federal program of the Elementary & Secondary Education Act (ESEA) / Every Student Succeeds Act (ESSA) that supports programs in schools and school districts to improve the learning of children from low-income families. The U.S. Department of Education provides Title I funds to states to give to school districts based on the number of children from low-income families in each district. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program. For more information refer to Board Policy IGBC or contact the District Office at 503.769.6924.

Reading Specialist:
The reading specialist gives support to students and teachers in the area of reading. They work with each school to help students meet the goals set by the building as well as help emphasize the skills needed to pass the reading benchmarks set by the State of Oregon. If you have questions, contact your building principal.

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

If you are experiencing housing instability you may qualify for additional services if you are living in any of the following situations:

- Shared housing with other friends or families.
- Runaway/homeless youth, and students who are not living with a parent or legally court-appointed guardian.
- Temporary or transitional housing.
- Emergency or domestic violence shelters.
- Motels or hotels.
- Campgrounds or inadequate trailer homes.
- Substandard housing (homes without heat, water, or working appliances.
- Cars, abandoned buildings, parks, the streets or other public spaces.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

This is a federal civil rights statute which provides that: "No otherwise qualified individual with disabilities in the United States…shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance."

A student may qualify for a "504" plan if they have a physical or mental impairment, which substantially limits one or more major life activities. Eligible students receive protections related to discrimination and discipline, and may receive accommodations to allow them to access their education. If you feel you or your student may qualify for this program, please contact your school building principal or counselor for more information.

Speech/Language:
Speech-language pathologists provide evaluation and intervention for students needing specialized services in the areas of speech (articulation/fluency), oral language, or voice. This program is available to any student that qualifies for special education services and lives within the North Santiam School District boundaries. Contact the District Office at 503.769.6924 for more information.

Talented and Gifted (TAG):
Services to talented and gifted students are delivered through an in-class model. Higher level work or classes in subject areas where the student has scored in the 90% of the nation are made available. At the high school level, advanced placement classes with college credit are available to these students as well as those who academically have shown they qualify.

Student Behavior:
Services are available to students with behavior issues that are disruptive to the learning environment or who have problems with social behaviors. Assistance includes, but not limited to, one on one or small group counseling with a qualified behavior specialist or the implementation of behavior plans to help the student be successful on a day to day basis. The building counselor or the classroom teacher is available to help with accessing this program if needed.

Bilingual Education:
The District provides special programs for bilingual students, students with limited English proficiency, students who use English as their second language, and immigrant students with Title IA and Title III funds. Students are referred to this program based on the information received at registration and from the home language survey filled out at registration. More information on identification, testing, and participation may be obtained from the District Office at 503.769.6924.

Attendance Assistance:
All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations. The school will work to contact the family to find out if there are extenuating circumstances and to offer assistance, as needed. Attendance letters will be sent to the family as required by policy when a student begins to show a pattern of irregular attendance. If you need assistance or have questions about attendance policy or the law, please call your building principal.

ACCIDENTS/EMERGENCIES

The school office must have accurate and current information for contacting parents (or other emergency contacts) in case of accidents or emergencies. Please let us know immediately if your telephone number or address changes during the year.

Students should report all accidents or injuries immediately to the staff member on duty. If the injury or illness is, in the staff's opinion, serious enough that immediate treatment is necessary the school will call 911 for emergency assistance. The student may be transported to Santiam Memorial Hospital by the medical responders. The parent or guardian will be notified of the emergency at the earliest possible time. A building level accident report will be completed by the involved staff. The accident/incident will be investigated by the building safety committee and the Director of Operations & Facilities. A copy of this report will be made available to the parent/guardian should one be requested.

AFTER SCHOOL PROGRAM

The YMCA provides the after school program for NSSD. For updated information, go to any school website and click, "For Families" and then "After School Program" or click this link: After School Care Program

ALTERNATIVE EDUCATION OPTIONS

Alternative Education (AE) programs have been established and approved by the Board to meet the individual needs of students. These program alternatives are made available to students who are unable to demonstrate sustained academic success in the general academic program due to irregular attendance, behavior, or medical conditions that limit their attendance at school. AE is also available for students who have not yet met Oregon's academic content standards or who have additional educational needs. These program options consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling and Home School Programs are not considered to be district approved alternative education programs; however homeschool students have access to the District's K-12 online program. For more information on alternative education programs see policy IGBHA—Alternative Education Programs.

ASSESSMENTS

Oregon's Statewide Assessment System (OSAS) currently includes summative assessments administered annually by subject matter and grade. The Smarter Balanced Assessment Consortium (SBAC) is a team of states - including Oregon - working together voluntarily to develop K-12 assessments in English Language Arts Literacy and Mathematics called Smarter Balanced. These assessments are aligned to the Common Core State Standards (CCSS) and work to accurately measure student progress toward college and career readiness.

Oregon public schools assess students in English Language Arts and Mathematics in grades 3 through 8 & in grade 11 and Science in grades 5, 8, & 11. Additional required assessments include an English language proficiency assessment for English Learners (ELs) and the Oregon Extended Assessment for students with significant cognitive disabilities. According to Oregon law, a family may choose to opt out of these SBAC assessments. For more information about these assessments or to opt out of testing, go to the NSSD website under Curriculum & Instruction>Assessments

ATTENDANCE

One of the most important aspects of your child's success in school is to attend school every day. Most subjects are taught in sequence, requiring the understanding of each concept in the order of presentation. Persistent absences create a genuine hardship for a student and is regarded as a very serious problem.

Regular and consistent attendance at school is fundamental to student success and personal responsibility. A pattern of regular attendance reflects a positive work ethic and attitude that is also desirable in the workplace. It is therefore a responsibility of the school to promote daily student attendance and enforce the compulsory attendance laws of the state of Oregon. It is the policy of this District to meet the following objectives:

1. Promote individual responsibility for one's own learning and to understand the positive correlations between regular daily attendance at school and academic success;
2. Communicate clear expectations for student attendance and inform parents or guardians about their students' attendance; and
3. Enforce this policy consistently with respect to consequences for unexcused and/or irregular attendance.

Excused Absences: Absences that are considered excused include the following:

1. Sickness (physical or mental), injury, or hospitalization of a student
2. Medical or dental appointments (verification of appointments may be required);
3. Serious illness or hospitalization of an immediate family member;
4. School-sponsored field trips and school activities;
5. Military parent call to duty, leave from, or deployment to a combat zone or support post;
6. Planned religious instruction or observance of "legally" established religious holidays;
7. Other activities or absences that have prior approval or acknowledgement of the school's administrative office including: fully executed pre-planned absences, required lice treatment, etc.

Unexcused Absences:
All other absences are considered unexcused. Parent notification to the school should not be confused with a parent excusing an absence. Only the reasons listed above can be accepted by school staff as cause to excuse an absence, according to the Oregon Dept of Education.

Tardiness:
An unexcused tardy occurs when a student does not have an appropriate and acceptable excuse for being late to class based on the excused absence list above.

Truancy:
Under ORS 339.925, students are required to comply with the Oregon Compulsory Attendance law by maintaining regular attendance. Regular attendance means attendance which does not include more than eight (8) unexcused one-half day absences, or the equivalent thereof, in any four (4) week period in which the school is in session. Any student that does not meet the definition of this law is considered truant.

Any student who is absent from school or from any class without permission is considered truant until excused. Initial disciplinary action for unexcused absences may include, but is not

limited to, detention and/or ineligibility to participate in athletics or other after school activities that day.

Planned Absences:
Planned absences for one or more days (up to 10 days) are arranged in the following manner:

1. Students shall furnish to the attendance secretary written permission from the parent for the planned absence, specifying the date, time, and reason for absence.
2. The student is issued a planned absence form to present to their teachers and gather homework.

Written Notification:
Information on the written excuse must include: (1) the full name of the student; (2) the calendar dates(s) of absence and time frame if partial day absence; (3) a brief reason for absence; and (4) the signature of the parent or guardian.

School Related Off Campus Activities:
Planned and approved outings that are part of a course of study or school-sponsored co-curricular activity will not be counted as an absence. School related absences may include field trips, early release for participants in a sports contest, and student council meetings. Students are responsible for making up any school work missed while participating in these activities.

Check Out During the School Day:
All student check outs during the school day will be processed through the building's main office. A written or in-person parent request is necessary before students are permitted to leave with any non-custodial adult at any time. Phone calls are discouraged as it can be difficult for staff to verify the identity of the caller. Adults should be prepared to show picture identification to office staff before the release of a student.

Arrangements for changes as to who will pick up a student after school may be communicated to the classroom teacher by the parent in a note or in person. Teachers will notify the office and follow the same guidelines as above. Written permission is also required for a student to ride home on the bus with another student after school. These procedures are in place to protect students.

Any release during or directly after athletic activities must follow the procedures set forth in the athletic handbook.

Perfect Attendance:
Perfect attendance means that the student has been in school, every period of every scheduled school day. If they are checked out by the parent during the school day, even for an appointment that is considered excused, they will no longer be considered for a perfect attendance award.

BICYCLES / SKATEBOARD / SCOOTERS

The use of skates, skateboards, and motorized scooters are prohibited on school grounds. Students are allowed to ride their bikes to and from school. The school provides racks for parking bikes. We ask students to lock bikes to the racks while at school. Bicycle racks are off-limits during

the school day. Students who are crossing through campus on bikes must walk the bike to the departure point. Parents are asked to enforce the bike helmet law and be sure students wear helmets when riding their bicycles.

BOARD POLICY

The public may contact the Executive Secretary to the Board at the District Office or call 503.769.6924 for assistance with Board Policy. Policies are also available through the District's website or can be found directly online at http://policy.osba.org/nsantiam/index.asp.

BOOKS

School textbooks and workbooks are provided to students by the District. Students will be held responsible for all books checked out to them during the school year and will be billed for any damage that is obviously beyond normal wear and tear or for any books not returned at the end of the school year.

BUILDING SAFETY & SECURITY

To ensure that all school buildings remain a safe and secure place for students to attend school, all visitors must enter through the main front door to the school and check into the school office. All main entry doors are locked during the school day. There is an access control system installed at the main entrance of every district school building for visitors to request admittance. If admitted, a visitor badge will be issued and must be worn by every visitor to help students and staff members recognize them as authorized visitors. Anyone on school property without an approved visitor's badge will be stopped and questioned. Approved school volunteers may use their volunteer badge to identify themselves. There are cameras strategically installed inside and outside each campus site. These cameras record activities as they happen.

CHANGE OF ADDRESS / TELEPHONE

It is very important that the school has current student contact information for every student. Please contact the office as soon as you have any address, telephone, or emergency contact information changes during the school year.

COMPLAINTS

Harassment and Public Complaints:

Complaints are handled and resolved as close to their origin as possible. The Board advises the public in policy on the process for filing a complaint. Complaint policies and forms are available at any office, on the District's website at https://www.nssd29j.org/about-the-board/policies**.**

Requests for Curriculum and Instructional Material Reconsideration:

Concerns by students or parents about instructional materials should be directed to the building principal. Following initial efforts at informal resolution of the complaint, should the student or parent desire to file a formal request for consideration a "Reconsideration Request Form for Reevaluation of Instructional Materials" can be found along with policy *IIA-AR Instructional Resources/Instructional Materials* on the District's website. All forms must be submitted and signed before being processed. Unsigned forms will not be processed.

CURRICULUM

The District reviews and evaluates new instructional materials in the areas of language arts, science, social science, mathematics, world languages, art, music, health and physical education approximately every seven years on a rotating basis as determined by the Oregon Department of Education. For more

information on curriculum for grades K-8, visit the NSSD website under Departments>Curriculum & Instruction. For grades 9-12, see the Stayton High Curriculum Guide.

CYBER BULLYING

The District prohibits any form of harassment, including harassment through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation, and may also be referred to law enforcement. See Board Policy JFCF for more information.

DAMAGE TO DISTRICT PROPERTY

A student who is found to have damaged District property will be held responsible for the reasonable cost of repairing or replacing that property. The District will notify students and parents of all such charges. If the amount due is not paid it will become a debt owed and will be included as part of the student's fee charges. Any malicious destruction of property will be reported to the police.

DIPLOMAS

It is never too early to discuss the benefits of graduating from high school, post-high school educational opportunities, and preparing for the world of work. Information on high school diploma requirements and options are available on the Stayton High School and Options Academy websites.

Graduation and Promotion Ceremonies:

Only students who have completed all graduation/promotion requirements and are in good standing will be permitted to participate in graduation/promotion ceremonies. Students facing disciplinary action in the final weeks of school may be excluded from participation in graduation/promotion ceremonies.

DISTRIBUTION OF INFORMATION / MATERIALS ON SCHOOL CAMPUSES

All aspects of school-sponsored publications, including webpages, newspapers and/or yearbooks, are completely under the supervision of the teacher and building principal. Students shall be required to submit such publications to the administration for approval prior to publication. Written materials, flyers, posters, photographs, pictures, petitions, films, or other visual or auditory materials may not be sold, circulated or distributed on District property by a student or staff member without the approval of the building principal.

Outside Agencies or Organizations:

Materials not under the editorial control of the District, such as those submitted for distribution from an outside agency or community organization must be submitted to the District Office for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns may 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 may not include advertising that is in conflict with public school laws, rules and/or Board Policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the District. Spanish versions will be requested, but are not required. The District will not be responsible for translation services for any outside agency or organization.

DISTRICT-PROVIDED ELECTRONIC COMMUNICATION SYSTEM / INTERNET USE

The District offers the Google suite of products for student use including email, calendar, spreadsheet and word-processing applications. This allows for much greater flexibility for students to work on assignments continuously at school and at home and to share completed projects with teachers. The District is committed to providing a safe learning environment as students access our school-provided devices and accounts as well as fostering a partnership with parents to monitor students after school hours. In that regard, the District has installed secure software to monitor school-issued accounts, which parents can access as well.

The installed software helps us monitor all of the content our students are creating, sharing, and sending through school-issued accounts. This helps us to detect potentially dangerous situations that students may be facing both in and out of school, including:

- Cyberbullying
- Threats of violence
- Predatory advances
- Sexual content
- Suicidal ideation

As well as alerting staff to potential problems, risks, or imminent dangers, we enable our students' families to receive the same alerts on their child's online activities. This is crucial to enabling a fast response and keeping students safe. Information will be sent home each year regarding how parents can access this software however information may be requested from the technology department at any time.

Inappropriate system use will result in discipline up to and including expulsion from school, suspension or revocation of access to the District's system and/or referral to law enforcement officials.

Parents agree to these conditions and to grant their student(s) access to the District's electronic communications program as part of the yearly registration paperwork process. Parents may opt out of the use of the District's electronic communications program, except for instances of mandatory Oregon State Assessment Testing, by submitting a written request to do so.

EMERGENCY SCHOOL CLOSURE

School is canceled only during extraordinary circumstances such as extreme weather, equipment failure, electrical failure, or public crisis. We are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. The best information regarding school closures will be posted on the front page of the District's Facebook page, the website (www.nssd29j.org) and via notifications from the NSSD mobile app available from the Google Play and Apple stores. In the event of a school closure due to bad weather, information may also be available on local television stations.

All attempts will be made to post closures and/delays by 6:00 am, when possible. If it is necessary for school to be closed during the day, the schools will send notifications to parents before the buses leave.

FEES AND FINES

Materials that are part of the basic educational program are provided without charge to a student, including textbooks and/or workbooks. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay additional costs for voluntary

projects above the standard curriculum requirements that students take home. A waiver may be requested if the student and/or parent are unable to pay by contacting the school office or the Department of Fiscal & Business Services at 503.769.6924.

There may also be additional fees for services/products that are specific to each campus. These may include things like yearbooks, parking passes, and student body cards that allow entry into sporting events. Refer to each school's handbook for more information.

Students are responsible for the care and return of all textbooks and library books. Fines are assessed for missing or damaged books and are expected to be cleared before the end of each school year. If parents need a payment plan, they should contact the school building principal or school office staff for assistance.

FIRE / EARTHQUAKE / LOCK DOWN DRILLS

Schools are required to conduct monthly fire drills, plus two earthquake drills and two lock down drills during the school year. Safe evacuation skills are practiced during these emergency response drills. The District works with local police, fire and EMS to ensure all emergency protocols are followed and reviewed for current updates.

GUIDANCE COUNSELING AND BEHAVIOR SUPPORTS

Staff are available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, and drugs, alcohol or tobacco dependency. Information about community resources to address personal student concerns is available.

HEALTH

The goal of the North Santiam School District Health Services Program is to promote the health of all students in the school environment. It is recognized that the health of a child is a critical factor in the child's achievement. Health services are aimed at promoting, protecting, and maintaining a child's mental and physical health. The district has in-district nursing staff to support students and families to meet the health needs of children.

First Aid and Emergencies:

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parents will be notified immediately. It is very important that parents/guardians furnish the school with the following emergency information:

1. Parent(s) or guardian(s) names;
2. Complete and up-to-date address;
3. Home phone and parent(s) work phone;
4. Emergency phone number of friend or relative;
5. Medical alert information.

As part of the district's emergency preparedness plans, naloxone (Opioid Antagonist also known as Narcan) and the necessary medical supplies are stocked in all schools. Opioid antagonists are medications that can be delivered by a nasal spray or injection to quickly restore normal breathing for a person whose breathing has slowed down or stopped because of an overdose of fentanyl, prescription opioids or heroin.

Without an opioid antagonist, individuals who overdose can stop breathing and die. Narcan does not present a risk if administered to an individual who is not experiencing an overdose.

Staff may administer naloxone to any person suspected of experiencing an opioid overdose. Anytime naloxone is administered, school staff will call 911. If it is administered to a student, their parent or guardian will also be notified.

Communicable Disease Prevention and Control:

The school may also, in accordance with state health laws, exclude students suspected of having or being exposed to certain communicable diseases. If you have not been able to communicate directly with the office about your child's illness, please send a written excuse stating the specific nature of the illness for the absence when your child returns to school. For certain illnesses, readmission to school is allowed when the parent or guardian submits a physician's statement that the condition is not contagious or there is evidence to school personnel that the child's condition is adequately treated and/or controlled.

Children who show signs of illness should not come to school. To prevent the spread of contagious diseases students should be kept home if they show any of the symptoms listed in the chart below.

For a current list of required immunizations by age and grade, please visit the State of Oregon website by clicking on the underlined link (address shown below)

https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/GETTINGIMMUNIZED/Pages/SchRequiredImm.aspx

PLEASE KEEP STUDENTS WITH SYMPTOMS OUT OF SCHOOL

This list is school instructions, not medical advice. Please contact your health care provider with health concerns.

SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER… *The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses.
Fever: temperature of 100.4°F (38°C) or greater	***Fever-free for 24 hours** without taking fever-reducing medicine.
New **cough** illness	***Symptoms improving for 24 hours** (no cough or cough is well-controlled).
New **difficulty breathing**	***Symptoms improving for 24 hours** (breathing comfortably). ***Urgent medical care may be needed.***
Diarrhea: 3 loose or watery stools in a day **OR** not able to control bowel movements	***Symptom-free for 24 hours OR** with orders from doctor to school nurse.
Vomiting: one or more episode that is unexplained	***Symptom-free for 24 hours OR** with orders from doctor to school nurse.
Headache with stiff neck and fever	***Symptom-free OR** with orders from doctor to school nurse. Follow fever instructions above. → ***Urgent medical care may be needed.***
Skin rash or **open sores**	***Symptom free**, which means rash is gone OR sores are dry or can be completely covered by a bandage **OR** with orders from doctor to school nurse.
Red eyes with colored drainage	***Symptom-free**, which means redness and drainage are gone **OR** with orders from doctor to school nurse.
Jaundice: new yellow color in eyes or skin	***After the school has orders** from doctor or local public health authority to school nurse.
Acting differently without a reason: unusually sleepy, grumpy, or confused.	***Symptom-free**, which means return to normal behavior **OR** with orders from doctor to school nurse.
Major health event, like an illness lasting 2 or more weeks OR a hospital stay, **OR health condition requires more care than school staff can safely provide.**	***After the school has orders** from doctor to school nurse **AND** after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.

Oregon Health Authority OHA/ODE CD Guidance – Updated 6/2024 Page **2** of **2** OREGON DEPARTMENT OF EDUCATION

***This list should not be considered medical advice. Please contact your health care provider with any health concerns.

District Nurse:
The North Santiam School District has Registered Nurses (R.N.) who serve all the schools in the District. They provide information and training about health related issues to staff and work with parents and health care providers to address the complex health needs of some students during the school day. If you have questions or concerns about a health need, please contact the District Nurse at 503.769.6924.

Under Oregon law, any student who is 15 years of age or older can make decisions about their health care without parental consent. Students will be encouraged to share their concerns and health information with their parent/guardian, but by law confidential patient information cannot be disclosed without the student's consent.

Head Lice:
Head lice are a nuisance that interferes with student learning. The school does not routinely check students for head lice. In situations where students seem to be distracted by what might be head lice, staff will check for lice. When a child in school is identified as having head lice (live bugs), the office will notify the child's parents and the District Nurse will be consulted. The nurse is available to consult with families about the treatment of head lice, which should be treated immediately so that students do not miss school. When the child returns to school their parent/guardian needs to notify the school that the head lice have been treated. In situations where multiple cases of head lice have been identified, the District Nurse will supervise appropriate screenings of students.

Health and Sports Physicals or Examinations:
Students entering elementary, middle, and high school, as well as all students new to Oregon schools are encouraged to have a physical and dental examination. Students involved in athletics are required to have a sports physical every two years. Physicians must fill out the official OSAA physical form for school sports and activities. No other forms will be accepted. Official forms are available in school offices and on their websites.

Hearing and Vision Screening:
Hearing and Vision Screening: Periodic health screening programs are held to identify students who may have remediable defects which may affect educational performance. Parents will be notified if their child is identified as having a possible problem and will be counseled as to appropriate sources for remediation of those difficulties. All students in grades Kindergarten through eight (8) are screened for vision problems. ORS 581.022.0705 requires that children be screened for potential hearing loss. To comply with this law, the district speech-language pathologists will provide hearing screening for kindergarten students.

This process consists of an initial hearing screening and a follow up for children who fail the initial screening. The District will provide parents of children who fail either the initial or follow up screenings with information about obtaining a further evaluation. Permission will be obtained prior to any evaluation occurring beyond the initial and follow up. Hearing screening dates are set at the beginning of the year and therefore it is important that parents who do not wish to have their child screened contact the building principal within the first two weeks of the new school year. If parents have any questions about the service they should contact the school office.

Immunizations:
Oregon law requires that each student be immunized prior to starting school. A copy of the required immunizations is available from your healthcare provider, the County Health Department and the school office. Proof of immunization records must be presented to the school office before a student can begin attending classes in the North Santiam School District. Students need to have 1 dose of each vaccine to begin school. Immunizations must be complete or up to date by the exclusion day in February. The Oregon Department of Health directs which students must be excluded from school each year because of immunizations that are not up to date. Parents will be notified of any immunizations that their child is missing prior to the exclusion date. Religious exemptions are no longer allowed by state law. Non-medical exemptions are available and information, including required on-line modules, is available at the Oregon Health Authority web page.

Information about required school immunizations can be found at the Oregon Health Authority web page. Copies of this information are also available in the school offices. Note there is an additional Tdap requirement at 7th grade.

Latex Balloons:
Mylar balloons may be delivered to students through the main office during the school day, however latex balloons will no longer be allowed in the building due to severe allergic reactions to latex.

Medication:
Parents need to administer medication to their children before and/or after school hours. School staff may only administer medications that are required during the school day. Prescription and non-prescription medications may be given at school only by trained staff. Parents are responsible for bringing the medication to the school office and completing the *Authorization for Medication Administration by School Personnel* form. Medication will not be administered unless accompanied by written parental consent and appropriate instructions (see specific criteria listed below). Verbal requests to change medication amounts, frequency, or administration times are not allowed.

Medication Safety:
Sharing and/or borrowing of any medication (including non-prescription medication such as Tylenol) between students while on school grounds or at a school sponsored activity is strictly prohibited and may be grounds for disciplinary action, up to and including expulsion.

Non-Prescription Medications:
If it becomes necessary for a student to take an over the counter medication during the year, the parent will need to fill out a medication form in the school office and bring the medication into the school in the original package. The medication must be labeled with the student's name. The dosage of medication may not exceed the manufacturer's recommendation. If a physician orders a dosage or use of a medication other than that recommended by the manufacturer, then a physician's order is required. This includes cough drops, allergy medications, Tylenol, Ibuprofen etc.

Prescription Medication:
Written instruction from a physician is required for students to take prescription medication at school. A prescription label meets this requirement. Any changes in instructions (e.g. dosage or frequency) must also be per a physician's written order. Keep in mind the following with regard to prescription medications:

1. Written consent and instructions from a parent/guardian is required;
2. Medication must be in the original pharmacy container;
3. Medication may only be given as ordered by the physician on the prescription container; It cannot be dispensed at alternate times to accommodate early releases from school and/or classes, but may be given with the 30 minute "window" before or after the prescribed time;
4. The school may not give the student medication not normally dispensed during school hours because the dose was missed at home;
5. Only a licensed registered nurse can take verbal physician orders;
6. All medications must be delivered to school and picked up from school by the parent or designated adult;
7. Inhalers need to have the prescription label on the inhaler, on the box or have a copy of the label; and
8. Epinephrine pens need to have the prescription label on the plastic case or the box.

Student Self Medication:

K-12: Students must be able to demonstrate the ability, developmentally and/or behaviorally, to self-administer prescription and non-prescription medication. Self-Medication form is required for all medications, both prescription and non-prescription.

Self-medication of controlled substances and narcotic analgesics are not allowed. These medications must be checked into the office.

Self-Administration of Non-FDA approved medications must include a written order from the prescribing provider.

K-8: Self-medication of prescription medication is only allowed when a student must carry such medication his/her person for immediate access. This requires prescribing provider authorization.

9-12: Self-medication of prescription medication requires authorization of prescribing provider or Registered Nurse practicing in the school setting

HOME PREPARED FOODS

Home prepared foods, other than individual student or staff lunches, may not be brought into District locations for any school activity. Prepackaged food items that are made in licensed commercial facilities may be distributed, provided handling is minimized. Distribution must be preceded by staff supervised hand washing. Utensils, such as tongs and gloves, must be used to ensure food is not contaminated as it is distributed to students, unless the food is individually packaged.

HOMELESS STUDENTS

The District provides full and equal opportunity to students experiencing homelessness as required by law, including immediate enrollment until the proper district can be determined. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her "school of origin" for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

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

with established district procedures. Additional information may be obtained by contacting Student Services at 503.769.6924.

LIBRARY

Books in school libraries are selected for their academic, scholarly, instructive, pedagogical, informative, didactical and/or aesthetic value. School libraries are open on a regularly scheduled basis and supervised by a school staff member. All classrooms are eligible to schedule a class library time. Students are taught library skills and have opportunities to check out books for reading enjoyment, supplemental learning or scholarly information. The student is responsible for all materials checked out to their account. There are no fines for overdue books, but lost or damaged books will be billed by the school. Damaged materials, including books, should be repaired by trained school staff. Minor damage to materials may be able to be repaired by library staff without any fee charged.

Library fines will be assessed as follows:

- **Late Fees**
  - No late fees will be charged in grades K-12
- **Damage** (book/material can remain in circulation)
  - Extent of damage will be assessed by the librarian
  - All repairs will be made by the librarian.
    - 50% of cost of book
    - 25% of cost of book
- **Replacement** (book/material cannot remain in circulation)
  - Fee will be for comparable replacement
- **Unable to Pay**
  - Students may be provided alternatives to pay for fines and fees in the library.
    - Library Support: 5 minutes = 1$ of fine/fee
    - Reading Time: 5 minutes = 1$ of fine/fee

LOST AND FOUND

Any articles found in the school or on District grounds should be turned into the school office. Unclaimed articles will be disposed of at the end of each semester. Loss or suspected theft of personal or district property should be reported to the school office.

PARENT APPOINTMENTS

Parents are asked to call the school office for an appointment with a student's teacher or an administrator. Setting an appointment will ensure quality time is allocated.

PARENT AND COMMUNITY INVOLVEMENT

Educating children is a joint responsibility of the home, school and community. To accomplish this partnership, each school actively encourages and supports various programs and services that involve parents, guardians, and organizations in the District.

Facility Use:

District facilities may be rented by community groups or members. All private, nonprofit and "for profit" groups shall be charged building use fees based on Board Policy KG, unless the activity is for students in the North Santiam School District with no charge for entrance into the activity. Contact the school office for forms and process information.

PARENT COMMUNICATIONS

Parent-Teacher Conferences are scheduled twice per year. Parents will be scheduled for specific appointments with the teacher of their student. At the high and middle school levels, conferences may be scheduled "arena" style in the gym. Conference times are very valuable to the overall education program for students. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

School staff are committed to keep parents informed of their student's progress. Occasional notes, phone calls, announcements, menus, and the school newsletter will be used to keep parents informed and provide information on upcoming events and programs that might be of interest to parents and students.

PARENTAL CONCERNS

All teachers, counselors and administrators welcome communication with parents. If you have concerns about programs, or have some knowledge about students who are engaging in risky/illegal behavior, please call or contact your student's building administrator or a district administrator. Schools and parents need to work as partners to ensure safe programs for all students. Occasionally, schools will get an anonymous letter or call. Please note that building principals cannot fully address issues without the contact information of the person with the concern.

PARENTAL RIGHTS

Per NSSD Board Policy KAB, the Board recognizes the importance of promoting parental input in decision making related to their student's health and general well-being, in determining district and student needs for education services, and in program development and district operations.

Parents/guardians of NSSD students may inspect any survey that will be distributed to students that is created by a third party (outside agency) before it is administered or distributed. Parents may also inspect any survey administered or distributed by the District or school containing one or more of the following items:

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

A student's personal information (name, address, telephone number,) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification. Parents of students under the age of 18 may inspect any instrument used to collect such information.

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

PERSONAL ELECTRONIC COMMUNICATION DEVICES: CELL PHONES / SMART WATCHES / WEARABLE AUDIO EQUIPMENT

Students becoming "Future-Ready" in a safe and welcoming environment is our number one priority. To improve student future-readiness and academic outcomes we require students to have their personal electronic communication devices (any electronic device that can send or receive phone calls or text messages) off and away during the school day. This will help ensure all students are fully engaged in learning within a distraction-free environment that supports their well-being, focus, and ability to thrive academically and personally. Please refer to NSSD Board Policy JFCEB: Personal Electronic Device for guidelines and policies regarding personal electronic device use.

PERSONAL POSSESSIONS / DEVICES / TOYS

Students should not bring toys, electronic equipment, games, or any other items of value to school, unless approved by the classroom teacher for a school project, demonstration or school-approved activity. Students should only bring book bags, backpacks or other education-related belongings that will fit into their assigned lockers for safe keeping. Students must keep track of their own personal property. The District is not responsible for damaged, lost, or stolen items.

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

SCHOOL MEALS

The School Breakfast and Lunch Program operates under the *National School Lunch Act* to provide a balanced breakfast and lunch (as defined by federal regulations). Students with allergies to any food products, including lactose intolerance should complete a Meal Preference form. These forms are available at the school offices and must be completed and submitted before dietary changes will be made.

Effective January 1, 2024 ALL students in NSSD schools are automatically approved to have one free breakfast and lunch meal per day through the Community Eligibility Provision (CEP) through the 2026-27 school year. There is no paperwork needed. Should a student wish to eat an additional meal or purchase supplemental items such as milk, they will need to pay for those with cash or funds that have been deposited into their lunch accounts. There is no longer an option to charge a meal to an account with a zero balance.

Current prices for SECOND meals at all campuses can be found on the district's website under Departments>Nutrition Services.

SEARCHES

To protect the educational climate and the health and safety of students and staff, school administrators are empowered to conduct searches of students and student property when the school administrator has a reasonable suspicion that there has been a violation of a law, district policy, or school rule. If the administrator has a reasonable suspicion that the search will produce evidence of that wrongdoing they will conduct and document a search. Parents/guardians shall be notified after a search of a student's person or property and shall be informed of the results of the search. (Please see Board Policy JFG and JFG-AR). If a student refuses a search, administration will assume the student is in possession of

something that violates law or policy and the student will likely be suspended for at least the remainder of that school day.

Vape Detection Devices:
Under state law and in accordance with NSSD Policy JFCG/JFCH/JFCI, the possession, use, or distribution of nicotine or cannabinoid delivery systems on school district property is prohibited. The use of vape detection devices aid in the efforts for student adherence to the established policy, and a positive detection creates reasonable suspicion which may result in a search.

Questioning:
Law enforcement and their trained dogs may be present on school property at any time. Should law enforcement officials find it necessary to question students during the school day the building 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 child abuse, the investigator may prohibit personnel from contacting parents.

STUDENT IDENTIFICATION CARDS

All students are issued a North Santiam School District ID card every year. ID cards are used for breakfast/lunch counts and purchases and library/textbook checkout. Students are required to have their pictures taken for this identification and may not wear a hat or inappropriate clothing. A fee of $5 will be charged for each ID card replacement.

STUDENT RECORDS

The District supports the legitimate educational interests of parents, administrators, teachers, or other educational agencies with a "right to know" the recorded information in circumstances deemed advisable by the professional staff or upon demand in the case of the parent. The need for regulations governing the collection, dissemination, and general development is a recognized responsibility of the Superintendent who will follow the recommendation of the Family Rights and Privacy Act. Additional information on student records can be found in the Annual Notices Section of this handbook.

TALENTED AND GIFTED (TAG) PROGRAM

The District serves academically talented and gifted students in grades K-12. Students are identified based on nationally standardized mental and academic testing and must score at or above the 90th percentile on one of these assessments. 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. For more information about the TAG program, parents should contact the TAG Coordinator at 503.859.2154.

TEEN PARENTS

Students who are pregnant or parenting can get support in order to continue their education by contacting their school counselor or building principal.

TRANSFERS

Parents may request a transfer of their student to another school in the District in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action, or restructuring. The transfer must be to a safe school that has not been identified for improvement. Additionally, requests to transfer to another school in the District for other reasons, or to a school outside the District may be submitted to the District Office. Students may not transfer into a school that is considered over capacity.

Contact the District Office at 503.769.6924 or the school secretary for additional information or transfer forms.

VIDEO CAMERAS AND RECORDERS IN SCHOOLS

Video cameras have been placed throughout district facilities, inside and out. Many cameras are visible, others are not. These cameras are recording the campus day and night all year around. The cameras are meant to provide a safer and more secure school environment. The cameras are used to monitor student behavior and activities. They will also be used to investigate vandalism, theft, harassment and other incidents and may be used as evidence. Reviewing the video data is at the discretion of the administration, and may be turned over to the police or other agencies who are investigating a crime.

Mid-Columbia Busing Company (MidCo) also has installed video/audio recording equipment on all school buses to monitor school transportation. Bus routes, stops, and idling are also monitored on a daily basis by MidCo. Recordings may be used by MidCo as documentation of student misconduct or to verify when a bus has arrived at a route stop of destination. Students found to be in violation of the District's bus conduct rules as contained in the student handbook, shall be notified and disciplinary action will be initiated under the guidelines contained in the District's discipline procedures for district approved student transportation.

VISITORS

Parents and other patrons are encouraged to visit District schools and attend performances and activities. To ensure the safety and welfare of students, all visitors must report to the office upon entering school property, sign in, and pick up an identification badge. The building principal will approve requests to visit or observe classrooms, as appropriate. Elementary and middle school students will not be permitted to bring visitors to school without prior approval of the building principal. High School students are not allowed to have student or non-custodial visitors on campus during the school day due to safety issues.

VOLUNTEERING

For the safety of all students and staff, the District requires volunteers to complete an application which includes conducting a criminal history check, a liability release agreement, and abuse & sexual conduct information and reporting requirements. The application is online and the link may be found on the District's website at VOLUNTEERS or under Departments > Human Resources > Volunteers. The application process can take up to ten (10) days to complete before volunteers may begin working with students or attend field trips. Once approved, it is good for two calendar years.

All volunteers should sign in at the school office, indicating what type of volunteer work is planned (working in the classroom directly with students, helping with a field trip, library assistance, copying, etc.). Volunteers should sign in and indicate the arrival and departure time for state reporting purposes.

Volunteers MUST wear their identification badge while in the building, working on the playground, or when helping on field trips.

WITHDRAWAL FROM STUDENT ENROLLMENT

The parent/guardian of a student should notify the school office and the classroom teacher at least one week in advance of a planned withdrawal of a student from school. This gives the student time to gather withdrawal grades, turn in text or library books, and settle any outstanding fines or fees. All educational file materials will be mailed within 10 school days of the receipt of a signed request for records by the receiving district.

ANNUAL NOTICES / TITLE I / ESEA

ASBESTOS

It is the intention of the North Santiam School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. The District has located, sampled (or assumed) and rated suspect asbestos materials according to condition and potential hazard in accordance with Asbestos Hazard Emergency Response Act (AHERA) that requires schools to be inspected and identify any asbestos-containing building materials (ACBM). The inspections were completed, and the management plans for managing all ACBM were filed with the State Department of Education on October 11, 1988. The asbestos management plan can be found on the district website: https://nsantiam.verdantwebtech.com/public/reports

North Santiam School District conducts re-inspections of each school building to determine whether the condition of the known or assumed asbestos-containing building materials has changed and to make recommendations on managing or removing the ACBM. Additional inspections are conducted on a three (3) year cycle. All materials listed in the Management Plan as asbestos-containing (or assumed to be asbestos-containing) are examined and their physical condition is evaluated. Visual surveillance of the materials is conducted every six months as well to ensure that they have remained in good condition. As this information is recorded it is added to each School's Asbestos Management Plan.

North Santiam School District continually updates the plans as renovations, remodeling, and operations and maintenance activities alter or change the District's facilities. Details about the asbestos related work operations performed are available for review on the district website: https://nsantiam.verdantwebtech.com/public/reports

In addition to the information about the asbestos-containing building materials in the District's schools, the Management Plan contains documentation about employee asbestos training; notifications to contractors and vendors providing services to the District about the type and location of asbestos-containing building materials, and warning signs and labels used to identify asbestos materials.

As asbestos-containing materials are identified, as a result of renovation and maintenance, they are removed, encapsulated or enclosed and the District will continue to perform asbestos operations and

maintenance activities as required. Parents are welcome to review a copy of the asbestos management plan on the district website: https://nsantiam.verdantwebtech.com/public/reports

DIRECTORY INFORMATION (Policy JOA)

Directory information means those items of personally identifiable information contained in a student education record that is not generally considered harmful or an invasion of privacy if released. This may include the student's name, place of birth, student photograph, participation in activities, or awards received. Directory information shall be released only with administrative approval. Directory information considered by the District to be detrimental will not be released and information will not be given over the phone except to police or in health and/or safety emergencies. Parents have the right to request that the District withhold directory information and can do so during registration. For questions or concerns, please contact the school office or refer to Board Policy JOA in the addendum of this handbook.

RIGHT TO REQUEST TEACHER QUALIFICATIONS

Districts that receive federal funds must abide by the *Elementary and Secondary Education Act (ESEA)* Throughout the school year, the District will continue to provide parents with important information about regulations. Parents have the right to request information regarding the professional qualification of their student's classroom teacher(s). If you request this information, the District or school will provide you with the following within 10 school days:

1. If the teacher has met state licensing requirements for the grade level and subject they are instructing;
2. If state licensing requirements have been waived for the teacher on a temporary basis;
3. The type of college degree major of the teacher;
4. The field of discipline for any graduate degree or certificate the teacher holds; and
5. The qualifications of his/her paraprofessionals, if Title I services are being received.

FEDERAL MEAL PROGRAMS

School breakfast/lunch menus and current prices can be found on the District website at www.nsssd29j.org. Meals are provided using USDA Federal standards and guidelines. Free and reduced meals are available to those who qualify. Applications for reduced meals are available during registration, https://www.ode.state.or.us/apps/frlapp or from the school office upon request. Questions or concerns may be addressed to the Food Service Director at 503.769.6924.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If parents or students wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form available by calling the USDA office at (866) 632.9992 or online at http://www.ascr.usda.gov/complaint_filing_cust.html. Parents or students may also write a letter containing all of the information requested in the form. Send the completed

complaint form or letter to us by mail to the U.S. Department of Agriculture Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250.9410, by fax (202) 690.7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877.8339; or (800) 845.6136 (Spanish). USDA is an equal opportunity provider and employer.

NONDISCRIMINATION STATEMENT

The North Santiam School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups. The NSSD is committed to racial equity by recognizing and interrupting institutional barriers and creating access and opportunities that benefit each student. We expect all staff to be a part of, be responsible for, and be accountable to this equity work for the learning and achievement of all students and for building a culture that supports and reinforces inclusion and connectedness. We are an equal opportunity employer and strive to build balanced teams from all backgrounds. We encourage candidates with work and/or lived experience with culturally, linguistically, and racially diverse backgrounds to apply. The following person has been designated to handle inquiries regarding discrimination: Director of Human Resources - communications@nsantiam.k12.or.us.

Report bullying, harassment, or intimidation at your school or by calling/texting the SafeOregon Tip line at 844.472.3367.

The North Santiam School District and the USDA prohibits discrimination or harassment to its customers, employees, applicants, or students on the basis of race, color, sex, marital status, sexual orientation, religion, national origin, gender identity, reprisal, political beliefs, marital status, familial or parental status, age, or all or part of an individual's income is derived from any public assistance program, protected genetic information, or disability in any educational programs, activities or employment.

Persons having questions or who wish to file a complaint about equal opportunity and/or discrimination should contact the Section 504, Title II and Title IX Coordinator at the District Office located at 1155 N 3rd Avenue in Stayton, Oregon.

SPECIAL PROGRAMS

The right to a free, appropriate public education is given to all students by Oregon and Federal statutes. The District is looking for children or school age students who may be in need of special education services. Special education services are provided for school age children through district programs. For infants and children between the ages of birth through five years, services may be available through Marion County's Early Intervention and Early Childhood Special Education program. Parent's permission is always acquired before any evaluation takes place. If parents or students know of a child who might have special needs such as speech, language, learning, hearing, vision, motor or other educational needs or for additional information regarding the District's policies and procedures, contact the District Office at 503.769.6924.

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

For all 504, or IDEA students a parent must give notice that they wish to obtain private services at the last 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, 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.

Disabilities and Handicapping Conditions and Section 504:

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that provides that: "No otherwise qualified individual with handicaps in the United States. shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or activity conducted by any executive agency or by the United States Postal Service." (29 USC 794) In compliance with Section 504 and the Americans with Disabilities Act, the District maintains employment, facilities, communications and transportation practices that provide equity to disabled persons in all phases of the programs and services. With a notice of two weeks, the District will provide reasonable accommodations in order for individuals to access school programs and/or services.

The District provides for the identification, location, and evaluation of students through age 21 with disabilities as defined by IDEA (Individuals with Disabilities Education Act) and ADA (Americans with Disabilities Act). The District provides free, appropriate, public education for students and makes reasonable accommodations for participation in school and school related activities in compliance with Section 504, IDEA, and ADA.

The North Santiam School District in compliance with the Americans with Disabilities Act (ADA) will provide an alternative format of this material given two weeks advance notice.

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, the location, and the district official responsible for education records. Notice will be in English, or will be provided to parents of minor students in their primary home language if other than English.

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

Personally identifiable information, other than what is defined as "directory information" in policy JOA-Directory Information (included in this handbook), shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board Policy and law.

Education records are maintained in a minimum one hour fire safe place in the school office or at the District Office site. Permanent records shall include:

1. Full legal name of the student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social Security Number if applicable; and
13. Other information such as IEP's, discipline records, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

Transfer of Education Records:
The District shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the District. Any reference to a Social Security number will be blacked out before the records are transferred. The transfer shall be made no later than 10 school days after receipt of the request.

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

Student report cards or records of diplomas may be withheld for nonpayment of fines or fees. Records requested by another school district to determine the student's progress or placement will not be withheld. A billing for fines and fees may be sent with school records or unofficial transcripts.

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

Access/Release of Education Records:
By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the District provides 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.

Provision for Hearing to Challenge Content of Education Records:

Parents of a minor, or eligible student (if 18 or older), may inspect and review their student education records during regular school hours. A request for a correction if the records are perceived as inaccurate, misleading or otherwise in violation of the student's privacy or other rights may be made in writing. If the District refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the building principal;
2. The building principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
4. The building principal or designated representative;
5. A member chosen by the parent; and
6. A disinterested, qualified third party appointed by the Superintendent.
7. The hearing shall be private;
8. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

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

INTEGRATED PEST MANAGEMENT (IPM)

As required under Oregon law ORS 634.700 – 634.750 the North Santiam School District 29J has implemented an Integrated Pest Management plan (IPM). There are several guidelines within the plan in which the NSSD 29J is to follow: One being in section VII that states "at the beginning of each school year the District will provide faculty, administrators, staff, adult students and parents a list of potential pesticides that could be used in the event that other pest management measures are ineffective, along with information of the procedures for notification and posting of individual pesticide applications". Following are these excerpts from the IPM plan:

Notification and Posting for Non-emergencies:
When prevention or management of pests through other measures proves to be ineffective, the use of a low-risk pesticide is permissible. Documentation of these measures is a prerequisite to the approval of any application of a low-risk pesticide. This documentation will remain on file with the IPM Plan Coordinator

No non-emergency pesticide applications may occur in or around a school until after 3:30 PM on a Friday while school is in session, unless the IPM Plan Coordinator authorizes an exception. If the labeling of a pesticide product specifies a reentry time, a pesticide may not be applied to an area of campus where the school expects students to be present before expiration of that reentry time. If the labeling does not specify a reentry time, a pesticide may not be applied to an area of a campus where the school expects students to be present before expiration of a reentry time that the IPM Plan Coordinator determines to be appropriate based on the times at which students would normally be expected to be in the area, area ventilation and whether the area will be cleaned before students are present.

The IPM Plan Coordinator (or a designee of the Coordinator) will give written notice of a proposed pesticide application (via the method most likely to reach the intended recipients) at least 24 hours before the application occurs.

The notice must identify the name, trademark or type of pesticide product, the EPA registration number of the product, the expected area of the application, the expected date of application and the reason for the application.

The IPM Plan Coordinator (or a designee of the Coordinator) shall place warning signs around pesticide application areas beginning no later than 24 hours before the application occurs and ending no earlier than 72 hours after the application occurs.

A warning sign must bear the words “Warning: pesticide-treated area”, and give the expected or actual date and time for the application, the expected or actual reentry time, and provide the telephone number of a contact person (the person who is to make the application and/or the IPM Plan Coordinator).