



STUDENT PARENT HANDBOOK

Greater Albany Public Schools

2025-2026

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The GAPS "Student Parent Handbook" is derived from the policies set forth by the District's School Board and contains the student conduct code for all Greater Albany Public School's students. Parents or students who need information about school rules, policies, and procedures can view the information listed by topic below.

Some Important Rights

Greater Albany Public Schools protects the personal rights of students. Some important student rights are outlined on the following pages. For a comprehensive list of student rights, refer to the district's Board Policies and Administrative Regulations. Copies of these documents are available for review at the district office (718 Seventh Avenue SW Albany, OR 97321) or on the district website at www.albany.k12.or.us.

All Students Belong

Racial harassment through written or spoken words or symbols is prohibited within the school environment, whether it is on school property or off-campus during remote learning on the internet directed at students or staff. Prohibited symbols include the swastika, the Confederate flag, and the noose. Displaying these symbols to other students or staff, whether it is on the internet or on a bumper sticker on your car in the school parking lot is disruptive to the education of other students and will not be tolerated. ([Policy ACB](#))

A Free Public Education

School age students who live within the district attendance area between the ages of 5-19 are entitled to attend school without paying tuition. This provision includes students who do not have a fixed place of residence or are not under the supervision of a parent. A student who is under expulsion from another district may be denied admission for reasons other than a weapons policy violation. ([Policy JECA](#))

Students have the right to attend the neighborhood school located within their designated attendance area. However, when overcrowding exists or a different school placement is considered to be in the best interests of a student, a student can be assigned to a different school.

Requests to transfer to another school within the district will be considered according to the procedures in district directives. ([Policy JECC](#))

Access to Student Records

The district will keep and maintain a permanent record on each student. The record will include the student's legal name, date and place of birth, parents' (or guardians') names, date of enrollment, courses and grades, credits earned, attendance, and date of withdrawal from school. Student records will be kept at the school that the student attends and, if applicable, at the Special Programs Office.

The Educational Rights and Privacy Act (FERPA) grants certain rights to guardians and students who are 18

years of age or older with regard to education records. Requests to inspect, review, or amend a student's records should be submitted in writing to the building-level principal/administrator where the records are maintained. In general, a parent or eligible student has the right to:

- Inspect and review the student's records.
- Request amendment of the student's records to correct inaccurate or misleading information, or to remove information in violation of the students' privacy or other rights.
- Give consent before personally identifiable information from the student's record is disclosed, unless the law allows disclosure without consent.
- Obtain a copy of the district policy on education records. All district policies are available on the district website at www.albany.k12.or.us.
- File a complaint with the US Department of Education about alleged failure by the district to comply with federal law regarding education records.

Student records may also be disclosed to school officials, district instructors, and other officials who have legitimate educational interest and need access to fulfill their professional responsibilities. The District determines individuals, third parties, or entities who qualify as officials with a legitimate educational interest and to whom student records and personally identifiable information may be provided. This includes individuals or entities retained or contracted by the District to support its functions and educational mandates, such as attorneys, third-party facilitators, and state and federal agencies.

In cases where another educational institution, such as a different school district, requests a student's education records due to enrollment or intended enrollment, the district will transmit the records within 10 days of receiving the request.

The district shall give full rights to education records to either parent or guardian unless the district has been provided legal evidence that specifically revokes these rights. However, these rights transfer to the student when they reach the age of 18. ([Policy JO/IGBAB](#))

Alternative Education

Individual notification to student and parents or guardians regarding the availability of alternative education programs will be given semiannually or when new programs become available under the following situations, as appropriate:

- Two or more severe disciplinary problems occur within a three-year period
- Attendance is so erratic the student is not benefitting from the educational program. Erratic attendance will be defined on a case by case basis
- Student's parent or guardian or emancipated student applies for exemption from attendance on a semiannual basis
- A student is expelled for reasons other than a weapons policy violation

Individual notification will be hand delivered or sent by certified mail, and will include the student's action, a list of alternative education programs for the student and the program recommendations based upon the

student's perceived needs and learning styles. ([Policy IGBHC](#))

Participation in Student Organizations

Students may belong to curriculum-related groups at school. The activities of these groups directly relate to the body of courses offered by that school. These groups are considered school-sponsored and must be approved by the school administration. They must have a school approved advisor. They may raise funds under the name of the school and be portrayed in the school yearbook.

Furthermore, students are also permitted to belong to non-curricular groups at school. These groups may focus on religious, political, philosophical or other interests. These groups are considered non-school-sponsored and must be approved by the school administration. Beyond providing space for meetings, the school may not expend public funds for such groups.

Non-school-sponsored groups must have an unpaid, school-approved staff volunteer who attends the meetings but does not participate. These groups may meet at school during non-instructional time. They may not raise funds under the school's name or be represented in the school yearbook. ([Policy IGDA](#))

Collection of Fees

Students may be restricted from attending or participating in school activities or events beyond those provided as part of a free and appropriate public education until fees and restitutions are paid. Students or families will receive written notice at least 10 days in advance of any restrictions and/or penalties to be imposed until the debt is paid. The notice will include the reason the student owes money to the district, an itemization of the fees, fines or damages owed and the right of parents or guardians to request a hearing. ([Policy JN-AR](#))

Due Process

Students have the right to due process of law with respect to suspension, expulsion, and decisions that the student believes injure his/her/their rights. For more information, see "Student Discipline" in this handbook (page 17). ([Policy JF/JFA](#))

Equal Educational Opportunity

Students shall receive equal educational opportunity and treatment. Students shall not be subjected to unlawful discrimination, insult, intimidation, or harassment on the basis of age, race, religion, color, national origin, disability, marital status, gender, sexual orientation or sexual identity. This policy applies to both educational and activity programs. ([Policy AC and Policy JBB](#))

Any person with a Title IX, gender discrimination complaint has the option of contacting and requesting assistance from the district Title IX Specialist, 541-967-4501, the Federal Programs Director, 541-967-4519,

Oregon Department of Education Equity Unit, 503-947-5706 or from the office of Civil Rights in Seattle (US Department of Education, 915 Second Ave. Room 3310, Seattle, WA 98174-1099, (206) 607-1600).

Every Student Succeeds Act (ESSA)

The Every Student Succeeds Act (ESSA), a federal law enacted in December 2015, replaced the No Child Left Behind Act of 2002. This law places a strong emphasis on ensuring equity among students by protecting the rights of disadvantaged and high-need students. It also mandates that all students receive education aligned with rigorous academic standards, preparing them for success in college and careers. Under ESSA, the responsibility for assessing student performance is transferred to the state, and it requires the evaluation of teachers and administrators. The law permits school ratings to be based upon multiple measures and provide support for under-performing schools. For specific information related to this law, please contact the district Federal Programs Director, 541-967-4519.

Freedom of Expression, Inquiry

Students have a general right to freedom of expression and inquiry within the school system. ([Policy IB](#)) Generally, students and student organizations are free to examine and discuss questions of interest to them and to express opinions publicly and privately within the school system, provided such activities are fair, responsible, and not disruptive. In the classroom, students are free to examine views offered in any course of study, provided such examination is expressed in a responsible manner.

Materials such as leaflets, newsletters, cartoons, and other items may be prepared and distributed by students as part of the educational process and free expression in an academic community. Such materials may be restricted or prohibited for reasons including defamation, inappropriateness to the age or maturity of the audience, poor writing, bias, prejudice, disruption to the school, and a perception that the materials are sanctioned by the school district. ([Policy IB](#))

Some student publications, such as yearbooks and school newspapers, may be part of the curriculum, to benefit primarily those who compile, edit, and publish them. Staff advisors will be assigned to guide students engaged in these activities.

Students may be required to submit publications for approval prior to distribution. School administrators will make available to students the specific standards that will be used to grant or deny permission to publish. School guidelines also will prescribe a procedure for appeals from students. ([Policy IGDB](#))

McKinney-Vento Homeless Assistance Act

Students who are homeless, doubled-up, or living in unstable housing situations due to economic hardship, loss of housing, or similar reasons, are eligible for rights and services under the McKinney-Vento Act. These rights include: the right to immediately enroll, attend and participate fully in school, even without all the required enrollment documents; the right to remain in their school of origin, that is, the school they attended before losing housing or to attend any public school that housed students living in the attendance

area are eligible to attend; provision of transportation options to remain in that school and to participate fully in school activities for the duration of houselessness and until the end of the school year they obtain permanent housing. These rights include migratory, undocumented and unaccompanied students.

Additionally, unaccompanied McKinney-Vento eligible youth in their final year of high school can file the FAFSA with independent status and receive a verification letter from the McKinney-Vento liaison to give to the financial aid office in college and career schools.

If a dispute arises over school selection or enrollment, the student must be immediately admitted to the school in which he/she/they seek enrollment, pending resolution of the dispute. Written notice will be given to the parent/guardian explaining the dispute resolution process. For more information, contact the district's McKinney-Vento Liaison at 541-924-3720.

Meeting, Demonstrating and Petitioning

Students shall be permitted to hold meetings or demonstrations on school property. These are defined as small groups of people gathering for a common cause or interest.

Students shall be permitted to hold assemblies on school property. These are defined as large groups of people gathering for educational, entertainment or cultural purposes.

Meetings, demonstrations and assemblies shall be scheduled in advance with the school administrators. They may not disrupt normal class activities without permission. All speakers and performers from outside the school shall be cleared through the principal's office. Every attempt should be made to present a balance of viewpoints on controversial or partisan issues.

Students may petition for a change in Board policies and school rules and procedures. Petitions must be reviewed by a building administrator prior to circulation on school grounds. The superintendent will forward petitions to the Board or building administrator as appropriate. ([Policy JFI](#))

Privacy of Health Information

Students may be required to have immunizations and may be excluded from school to protect others from communicable diseases, as allowed in state law and county rules. ([Policy JHCB](#))

The district shall protect the confidentiality of each student's health conditions and record to the extent possible. When a student is infected with any communicable disease for which he or she may not be excluded from school, the school will take steps to organize and operate its programs in a way that furthers education and protects student health. ([Policy JHCC](#))

The district will adhere strictly in policies and procedure to the Oregon Revised Statutes and the Oregon Administrative Rules as they relate to a student infected with HIV or HBV or diagnosed with AIDS. ([Policy](#)

Privacy of Student Information

Students have the right to privacy, which includes privacy with respect to their records. ([Policy JF/JFA](#))

The school district considers it generally appropriate to release certain information about students. This information consists of a student's name; phone number; address; photograph; age and grade level; participation in officially recognized sports and activities; weight and height of athletic team members; dates of enrollment; degrees, honors, awards or certificates received; and most recent previous schools or programs attended. The district's term for this information is "directory information."

A parent/guardian or eligible student may prevent the release of this information by filing a written request with the principal of the school the student attends. The request should be submitted not more than 15 days after the district sends annual notice of its student information policy to families and students. ([Policy JOA](#))

The district will not ordinarily disclose other personal information about a student. This information includes the names of the student's guardians and other family members, the email address of the student or student's family, biometric records, the student's Social Security number, the Secure Student I.D., and any other information that would make the student's identity easily traceable. The district's term for this information is "personally identifiable information."

The district may disclose personally identifiable information with prior written, dated consent from a guardian or eligible student. The district may also disclose this information without prior consent to appropriate parties including district personnel with legitimate educational interests, another school or college where the student intends to enroll, law enforcement or other state agencies. As required by the federal Elementary and Secondary Education Act of 2001, student names, addresses, and telephone numbers of secondary students will be released to the nation's armed forces and/or institutions of higher education unless the parent has requested this information not be shared with military recruiters and/or institutions of higher education by completing an opt out form available through the school. ([Policy JOB](#))

There could be a time when the district is asked for personal contact information for either students and/or parents through a Public Records Request. Personal contact information provided will be kept confidential, except as otherwise required by law.

School administrators may grant media access to students in schools and may release student information to the media, in line with District policy. When access has been granted, the media does not have to obtain parental approval before publishing information obtained from students. Parents who do not want their student interviewed or photographed by the media must direct their children accordingly. ([Policy JOD](#))

The Greater Albany Public School District participates in the Oregon Medical Assistance Program (OMAP). Student directory information may be submitted periodically, to this program. If you do not wish for your student's directory information to be released to OMAP, you must notify the Office of Special Programs in

writing within fifteen days of receiving this information.

Special Programs and Services

Students ages kindergarten through 21 living in the district that have been evaluated by qualified personnel and found eligible for services for students with disabilities shall be provided a free and appropriate public education. The district will determine whether a student is both eligible for and in need of special education services. Whenever appropriate, students with disabilities will be educated with students without disabilities. Special placements or separate schooling will be provided only when the nature of the student's disability prevents some educational benefits in the regular classroom, or affects the health or safety of the students or others. ([Policy IGBAE](#))

Parents with a child identified for Special Education Services and who intend to enroll the student in private school must notify the district in writing of their intent. This notification can be given at the most recent IEP meeting or ten business days prior to the removal of the child from the public school. See Section 8 of the Parent Rights for Special Education Handbook, OAR 581-015-0156, District Special Education Handbook: Children in Private Schools "Enrolled by Their Parents."

The district is committed to an education program that recognizes, identifies and serves the unique needs of talented and gifted students. These are students who have been identified as academically talented and/or intellectually gifted. ([Policy IGBB](#))

The district also shall provide alternative education programs for students who are not making satisfactory progress toward the attainment of learning and behavior standards. These programs may be established directly by the district, or the district may cooperate with other agencies to provide them. ([Policy IGBHA](#))

Students whose primary language is not English will be provided appropriate assistance until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction. ([Policy IGBI](#)) The district has English language learner programs at eight elementary schools, all middle schools, and all high schools.

Students who are pregnant and/or parenting shall be encouraged to continue with an educational program and to participate in school-sponsored activities unless physically unable. The district shall ensure that pregnant and parenting students receive special services as temporarily necessitated by their condition. Contact the FACT program (541-924-3720) for service information. No student shall be excluded from public school on the basis of pregnancy or parenthood, and students who are pregnant or parenting are not exempt from Oregon's compulsory attendance law. ([Policy JFE](#))

Abbreviated School Day Programs

Senate Bill 819 significantly changed how schools implement "abbreviated school day programs." Abbreviated school day programs allow children with disabilities to attend school for fewer hours than other

students. This law affects how Individualized Education Program (IEP) teams and 504 teams decide if a child should be placed in an abbreviated school day program. Families have the right to provide consent to their child's participation in an abbreviated school day program. A parent or guardian may also reevaluate their decision at any time. If a parent or guardian wants to revoke their consent for an abbreviated school day program, they must notify the district in writing. If a parent or guardian revokes consent, the school must provide the child with meaningful access to the same number of hours of instruction and educational services as other students within five school days. If parents inform the school at least 14 days before the next school year starts that they do not want their child in the abbreviated school day program, their child will start the school year with full hours of instruction.

The student's IEP or 504 team shall meet not fewer than 25 calendar days and not more than 35 calendar days after the first day of the student's placement on an abbreviated school day program to review the placement. After this first review meeting, the IEP/504 team shall meet at least every 30 calendar days, unless a parent or guardian provides written consent for an alternate schedule.

Before each IEP or 504 meeting to discuss an abbreviated day placement, the school must inform the parent or guardian in writing of the following items:

- The school district's duty to comply with the requirements of sections 1 to 6 of this 2023 Act;
- The prohibition against a school district unilaterally placing a student with a disability on an abbreviated school day program;
- The student's right to have meaningful access to the same number of hours of instruction and educational services as the majority of other students who are in the same grade within the student's resident school district; and
- The parent's or foster parent's right, at any time, to withdraw consent for an abbreviated school day program placement or to request a meeting of the student's individualized education program team to discuss whether the student should no longer be placed on an abbreviated school day program.

Rules of Behavior

The Greater Albany School District is committed to providing a safe learning environment. We encourage students, families, and staff members to act with respect, self-discipline, honesty, kindness, courage, justice, personal responsibility and social responsibility. These are the key elements of our character education program.

In the interests of safety, we have developed rules for students to follow. The list below outlines important rules. Your school has more specific expectations and rules, please review them with your student. For a more complete listing of this information, you may consult the district's Board Policies and Administrative Regulations. Copies of these documents are available for review in all school offices and the district office, 718 Seventh Avenue SW, or the district website at www.albany.k12.or.us.

- **Attendance**

Students have the responsibility to attend school regularly and comply with the attendance policies of the school. Compliance includes completion of assigned makeup lessons within a reasonable

period of time.

Compulsory attendance from age 6 to age 18 or graduation is established by state law, with provisions for exceptions. The district may deny regular school admission for the period of the expulsion to students who have become residents and have been expelled from other districts.

Persons having legal control of a student age 6-18 who has not completed 12th grade are required to have the student attend school. Violations may be punishable by a fine. Also, all students five years of age who have been enrolled in a public school are required to attend regularly. ([Policy JE/JEA](#))

Absence from school or class may be excused by an administrator or designee for reasons of illness of the student or a family member, emergency, school approved activity, medical or dental appointment, or other reason where arrangements are made in advance. Truant students may be subject to detention or suspension and/or may be declared ineligible to participate in athletics or activities. ([Policy JED](#))

Lower grades and loss of credit may result when students fail to achieve certain course goals because of unexcused absences or failure to make up work. ([Policy IKAD](#))

- **Authority Over Student Conduct**

Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff, and conduct themselves in an orderly manner. These guidelines apply to students at school during the school day and during school sponsored activities. ([Policy JFC](#))

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

- **Bus Transportation**

Transportation to and from school will be provided for elementary students (grades K-5) living more than one mile from the school they attend and for secondary students (grades 6-12) living more than one and one-half miles from the school they attend. ([Policy EEA](#))

Students who violate bus rules of conduct may be denied the use of district transportation. These rules include:

- Promptly obeying the directions of the driver.
- Being courteous to the driver, fellow students and passersby.
- Conversing in normal tones without the use of loud or vulgar language.
- Avoiding fighting, wrestling or boisterous activity.
- Remaining seated while the bus is in motion.
- Keeping the bus clean and not damaging it. ([Policy EEACC](#))

- **Closed Campus**

Campuses are closed from the time the student arrives until classes are dismissed at the end of the school day. No student is to leave during this time, with the following exceptions:

1. A specified need verified by a parent and approved by an administrator.
2. A parent and school approved work release privilege.
3. When approved by parents and administrators.

Students who leave school grounds without authorized permission are considered truant. ([Policy JEFA](#))

- **Controlled Substances and Alcohol**

Students may not use, possess, sell, distribute or be under the influence of controlled substances including alcohol. This directive applies while students are on district premises, at district-sponsored activities or otherwise under the jurisdiction of the district. Violations are sufficient cause for discipline, suspensions or expulsion from school. ([Policy JFCI, Administrative Regulation JFCI-AR](#))

- **Dress and Appearance**

Responsibility for a student's dress and grooming rests primarily with the students and their parents. The district expects student dress and grooming to meet standards that are not a disruption or interference with the classroom learning environment, and are not intimidations or threats to the health and/or safety of the student concerned or of other students. Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met. For specific dress and appearance guidelines, contact your student's school. ([Policy JFCA](#))

- **Electronic Communication System**

The district provides an electronic communication system for the purpose of the advancement and promotion of teaching and learning. The system shall be used to provide statewide, national and global communications opportunities for staff and students. For the protection of our staff, students, and to remain in compliance with the provisions of the federal Children's Internet Protection Act (CIPA), the district provides filtering to meet state and federal requirements intended to protect against access to inappropriate matter.

Principals may permit grade appropriate use and possession of personal electronic devices on district property and at school-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment, school sponsored activities or violate Board Policies, Administrative Regulations, or classroom rules, state and federal law. Personal electronic devices may be confiscated and will be released to the student's parents. For specific electronic device guidelines, refer to Board Policy on Personal Electronic Devices. ([Policy JFCEB](#)).

Oregon Student Information Protection Act (OSIPA)

In July 2016, Oregon passed a new law that puts educators in the role of providing oversight and protection of students and their personal information within the educational context. The intent of the Oregon Student

Information Protection Act (OSIPA) is to prevent targeted advertising and the collecting of identifiable information on students grades K-12. Before being used in the classroom, the privacy policy of any app, extension or website must be examined and approved by a district oversight team. The current approved list may be found on www.albany.k12.or.us/tech. This web page also includes technology tools that are restricted or out of compliance.

Some technology tools used in the past do not meet the new OSIPA standards. However, these tools have educational benefits for students. District teachers have determined that the educational value outweighs the potential risk for some of these apps, extensions, and websites. District teachers will continue to use their professional discretion, using some tools that do not meet OSIPA standards, for educational benefit in a supervised educational setting. Parents/guardians may request that their student not have access to such tools. The request should be submitted to the principal no more than 15 days after the district provides a copy of the Parent and Student Handbook at registration. For questions about specific usage of tools, contact your child's teacher(s) or the Curriculum Department at 541-967-4525.

Electronic Surveillance Notification

The district may utilize electronic devices in public areas on school grounds and buses to monitor behavior and to create a safer and more secure school environment. Evidence of violation may be used in disciplinary hearings. ([Policy ECAC](#))

In order to continuously improve our quality of instruction, district staff may, at times, videotape classroom lessons for observation purposes. This process is important for supervisor feedback, teacher goal-setting and growth, and, ultimately, student achievement. If you do not want your child(ren) videotaped during class, please notify the school in writing.

Food Service

All students may receive a nutritious breakfast and lunch meal each school day at no cost, regardless of income. Free meals must include the United States Department of Agriculture (USDA) requirements for a fully reimbursable meal. This means a minimum ½ cup of fruits or vegetables must be selected as well as either 2 additional food items or 2 meal components in the full serving amount.

Free and Reduced Applications are no longer collected in GAPS. All students are directly qualified for free meals under the districtwide Community Eligibility Provision (CEP).

Ala-carte items such as milk and second portions are not free and must be paid for at the time of service. Milk may only be provided at no cost when accompanying a meal. More information about this and other food service related items including medical meal accommodations and the full non-discrimination statement are available on the [Nutrition Services webpage](#), onsite in each cafeteria or by calling Nutrition Services at: 541-967-4622.

Menus, allergen and nutrition information are available online through [My School Menus](#).

Check your balance or add funds through [MealTime](#) or a downloadable app. Payments may also be made by cash or check at your school office with no service fee or at the Nutrition Office at: 3610 Grand Prairie Rd., Albany, OR 97322. Some schools accept funds in the cafeteria.

Meal Charging Policy

No student will be denied a complete “reimbursable” breakfast or lunch. Charging of a la carte items may not be permitted. Charges and past due balances from previous charges remain on the account until paid and may be turned over to collections. However, no collection fees will be passed on to parents.

Grades and Credits

Schools are expected to make regular reports of student academic and social progress to parents.

At the beginning of the grading period, students will be informed of the basis of the grades and the methods to be used in determining them. ([Policy IKA](#))

In determining grades, teachers will emphasize student achievement in relation to state standards and course goals. Students will be permitted the opportunity to achieve learning goals missed during absences through teacher-prescribed independent study or other assigned activities whenever practical and appropriate. Both grades and attendance data will be exhibited on a student’s report card and permanent record.

Lower grades and loss of credit may result when students fail to achieve certain course goals because of failure to make up work. ([Policy IKAD](#))

Hazing, Harassment, Intimidation, Bullying, Cyberbullying, Menacing, Teen Dating Violence, Domestic Violence

Hazing, harassment (including harassment through electronic means), intimidation, bullying, cyberbullying and menacing by students, staff or third parties are strictly prohibited. Students who violate this policy will be subject to discipline, up to and including expulsion. Individuals may be referred to law enforcement officials.

Furthermore, sexual harassment, whether by or against students, is strictly prohibited. Students found to be in violation of this policy will also face disciplinary action, up to and including expulsion. ([Policy JBA/GBN](#))

Making up School Closures

Full days lost due to inclement weather or other factors may be made up as determined by the School Board in consultation with the employee associations.

Materials Distribution

From time to time, schools are asked by community organizations to distribute information electronically or occasionally in paper form describing programs that may be of interest to students and their families. Our district cooperates with approved community partners by posting e-flyers online through a digital flyer distribution service. The district approves the distribution of flyers that meet policy guidelines, supports the basic educational mission of the district and its core purpose and strategic goals, and provides educational benefits to children with activities and programs for self-development. Documents need to be made available in both English and Spanish in order to reach families who speak the top two represented languages in our district. Principals are the final authority in deciding if and how materials will be distributed in their building. Court decisions have directed that material distribution be done fairly and consistently within each individual school. Parents and students should understand that the flyers may describe athletic, educational, or religious activities that are not sponsored or endorsed by the school district. ([Policy KJA, AC](#))

Promotion and Retention

Students will normally progress from grade to grade annually. Exceptions will be made only after prior notification and explanation to the student's parents, but the final decision will rest with school authorities. ([Policy IKE](#))

Concern and Complaint Process

The Greater Albany Public School District is committed to the prompt resolution of concerns with families, students, and other members of the public. People who have concerns with the district or a school should first attempt to resolve problems in an informal, timely manner with the staff primarily involved. If this is not sufficient, the next step is presentation to the administrator with primary responsibility for the areas related to the concern.

If the concern is not satisfactorily resolved, the person should file a written formal complaint. The Concern and Complaint process is outlined in [Board Policy KL](#), Concerns and Complaints and [Administrative Regulation KL-AR\(1\)](#) Concern and Complaint Procedures.

Student Activities

Students participating in school activity programs will be expected to adhere to the code of conduct outlined in the school's parent and student handbook. That code includes:

- Not using tobacco, alcohol, and illegal drugs.
- Respecting the property of others, including prevention of theft and vandalism.
- Exhibiting appropriate conduct.
- Responding courteously and promptly to the requests of authorities such as parents/guardians, teachers, principals, or activity officials.

If a student is suspended from participation in an activity, a phone call will be made to families and a letter sent home informing them of the suspension and its duration. The student and/or the family may request a conference with the principal regarding the action taken.

Student Medical Insurance

The school district strives to provide a safe environment for all students during recess and other school activities. The school district does not carry no-fault premises liability insurance for injuries suffered by students. Information regarding school-based medical insurance available to all students can be obtained from each school's office.

Student Searches

District officials may search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities. All searches conducted by the district will be subject to the following requirements:

- A district official has individualized, reasonable suspicion based upon specific and articulated facts that the student personally possesses some item that poses an immediate threat to the student's safety and/or others.
- The search is reasonable in scope. That the measures used are reasonably related to the objective of the search and the area which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

District officials may seize any item which is evidence of a violation of law, Board Policy, Administrative Regulation or school rules, or which use or possession is prohibited.

Students may be searched by law enforcement officials on district property when the student is under the jurisdiction of the district, upon the request of the law enforcement official. Law enforcement requests ordinarily shall be based upon a warrant. District officials will attempt to notify the student's parents in advance and will be present for all such searches, whenever possible. ([Policy JFG](#))

Textbook and Library Book Management

Textbooks, library books, and chromebooks are loaned to students by their schools. In the event that items are overdue, lost, or damaged, the student or parent may be required to pay fines, replacement costs, and/or processing fees. The school-approved option for replacing materials is a used book, which can be purchased by the parent. If a book is paid for as a replacement, but the original item is later found, a refund can be requested within one year of payment. However, any outstanding fees or fines owed by the student will be deducted from the refund amount. Chromebook repair or replacement may be charged up to the full replacement of the chromebook depending on damage.

In cases where a student or parent faces financial hardship and cannot afford to pay the fines, replacement costs, and processing fees, the school may offer an opportunity to work out the balance owed through

assigned work duties. The nature of these duties will be determined by the building principal's discretion. Additionally, the principal has the authority to waive fees and fines in accordance with board policies. ([Policies JN and JN-AR](#)).

Threats of Violence

Student threats of harm to self or others, threatening behavior or acts of violence - including threats to severely damage school property - will not be tolerated on district properties or at activities under the jurisdiction of the school district. Students are responsible for informing a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others are encouraged to do the same.

Students found in violation of this policy will be subject to discipline up to and including expulsion. A referral to law enforcement shall be made in cases involving weapons or destructive devices.

Whenever a student makes threats in violation of this policy, the principal of the school shall consider the following actions: removing the student from the classroom setting; placing the student in a setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or others; and requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom.

In addition, whenever a student makes a threat in violation of this policy, the building principal will notify the parent of any student whose name appears on a targeted list that threatens violence to the student or who has been threatened by another student. ([Policy JFCM](#))

Tobacco and Vaping

Students may not possess or use tobacco products or inhalant delivery systems in any form on district premises, while under the jurisdiction of the district, or while attending district sponsored activities. ([Policy JFCG](#))

Vandalism

Any student who willfully damages or defaces school property will be disciplined. Students and their parents will be held responsible for loss or damage of district property. ([Policy ECAB](#))

Weapons

Students shall not bring, possess, conceal or use a weapon on or at district property, or activities under the jurisdiction of the district. ([Policy JFCJ](#))

Weapons include:

- Dangerous weapons. Devices that are used, attempted to be used, or threatened to be used, or under the circumstances in which it is used are capable of causing death or serious physical injury.

- Deadly weapons. Any instruments, articles or substances designed for and capable of causing death or serious injury.
- Firearms. Any weapons designed to, or readily convertible to, expel a projectile by action of an explosive.
- Destructive devices. any explosive, incendiary or poison gas component, or any combination of parts designed or intended to cause destruction and harm.

Weapons, replicas of weapons, fireworks and pocket knives are prohibited and are subject to seizure and forfeiture. Students found to have brought, possessed, concealed or used a firearm in violation of this policy, shall be expelled for one year. All other violations of the policy may result in discipline up to and including expulsion. Administrators also will notify the appropriate law enforcement agency. Possession or discharge of a firearm within a school zone is prohibited by federal law. A school zone is defined as in or on school grounds or within 1,000 feet of school grounds. Disciplinary and/or legal action will be taken against students or others who assist in prohibited activities.

Safety and Security, Emergency Procedures

Visitors

To ensure the safety of students and staff, preserve the educational environment, protect district property, and prevent disruptive activity, district officials must know if any person who is not a member of the staff or student body is inside the building or on the facility grounds. Visitors may enter school buildings only through designated entrances and must check in with the front office before proceeding further into the building. ([Policy KK](#))

Standard Response Protocol

In the event of an emergency, the school district and school staff will do everything to safeguard students and staff. To accomplish this, the district has adopted the Standard Response Protocol developed by the “I Love You Guys” Foundation. Responses are Hold, Secure, Lockdown, Evacuate and Shelter and have procedures corresponding to the threat. Each protocol has specific staff and student actions that are unique to the action. ([Admin Regulation EBCB-AR 4](#)) It is essential that parents/guardians provide school staff and emergency responders the opportunity to perform their duties in case of an emergency. The school district will communicate with parents/guardians by giving updates as well as next steps in all situations as quickly and efficiently as possible. In times of a crisis, please do your best to wait for, and respond to, communicate sent by the District.

- **Hold**

Hold may be called when there is a need for students and staff to remain in their classrooms or stay out of access areas. The public address for Hold is: “Hold in your classroom or area” and is repeated twice each time the public address is performed. There may be a need to add directives for students that are not in a classroom, at lunch, or some other location where they should remain until the Hold is lifted.

Students are trained to clear the hallways and remain in their area or room until the “All Clear” is

announced. Staff will close and lock doors, take roll and account for students and adults, and conduct business as usual.

- **Secure**

Secure is called when there is a threat or hazard outside of the school building, whether it's due to violence or criminal activity in the immediate neighborhood or a dangerous animal on the playground. Secure uses the security of the physical facility to act as protection. The public address for Secure is: "Secure! Get inside. Lock outside doors" and is repeated twice each time the public address is performed. Students are trained to return to the inside of the building and whenever possible continue classroom activities uninterrupted.. Staff are trained to bring everyone indoors, lock exterior doors, increase situational awareness and continue with business as usual.

There may be occasions when students expect to be able to leave the building (end of classes, job commitment, etc.) however, depending on the condition, this may have to be delayed until the area is safe.

- **Lockdown**

Lockdown is called when there is a threat or hazard inside of the school building. Examples might include a dangerous animal within the school building or intruders. Lockdown uses classroom security to protect students and staff from threat. Law enforcement, staff or building administrators could direct this security level. The public address for Lockdown is: "Lockdown! Locks, Lights, Out of Sight!" and is repeated twice each time the public address is performed.

Students are trained to move away from the sight line from the corridor and maintain silence. Staff will lock classroom doors, turn off lights, move away from sight, take roll and account for students, maintain silence and wait for law enforcement to open classroom doors.

If near the end of the school day, students and staff will remain inside the building until the Lockdown situation is cleared. Law enforcement personnel will hold school buses and family member vehicles from approaching the school until the campus is released from the Lockdown condition. Release from a Lockdown shall only occur with direct in-person release notification by an administrator or uniformed law enforcement personnel.

- **Evacuate**

Evacuate may be called when there is a need to move students and other building occupants from one location to another for safety reasons.

The public address for Evacuate is: "Evacuate! To announced location" and is repeated twice each time the public address is performed.

Students are trained to bring their phones and to leave other personal possessions behind and form a single file line and depart the building. Staff will lead students to the evacuation location and take roll and account for students. Students and staff should be prepared to follow specific instructions given by staff or first responders.

- **Shelter**

Shelter is called when the need for personal protection is necessary in such instances as tornado, earthquake or airborne irritants. The public addresses for shelter might be “Shelter for Earthquake! Drop, Cover and Hold” and is repeated twice each time the public address is performed.

In the event of an earthquake, students and staff will be directed to DROP, preferably under a desk or table. Stay away from windows, bookcases, file cabinets and other objects that could fall. COVER their heads with their hands and stay under cover until the shaking stops. HOLD onto the desk or table; if it moves, move with it. Other responses may be situationally appropriate.

Student Discipline

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments. The major objectives of the discipline program are to teach the following concepts:

- Individual rights, dignity and safety
- The law, district policies and safety
- Public and private property rights

The district will enforce consistently and fairly all student rules, procedures and standards.

Students who violate these guidelines will be offered corrective counseling and/or be subject to disciplinary sanctions.

A student whose conduct or condition is seriously detrimental to the school's best interest may be suspended or expelled in accordance with Board policies and administrative procedures and rules. ([Policy JG](#))

The information below summarizes key points of the district's disciplinary procedures. For a more complete listing of this information, consult the district's Board Policies and Administrative Regulations. Copies of these documents are available for review in all school offices and the district office, 718 Seventh Avenue SW, or the district website at www.albany.k12.or.us.

Corporal Punishment and Physical Force

Corporal punishment is strictly prohibited in the district, and physical force shall not be used to discipline or punish a student.

Corporal punishment is defined as the willful infliction or willfully causing the infliction of physical pain. Corporal punishment does not mean physical pain or discomfort resulting from a student's voluntary participation in athletic competition or such recreational activity.

No teacher, administrator, or other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her/their supervision or

control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A district staff member is authorized to use physical force when necessary to prevent a student from harming self or others.

Discipline of Disabled Students

When a student being served by an individualized education program (IEP) engages in conduct that could warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parents will be notified of the circumstances of the misbehavior and the time and location of the IEP meeting to address the infraction and its relationship to the disability. Should the IEP team conclude that the misconduct is not a manifestation of the student's disability, the student may be disciplined in the same manner as would other students. If the IEP team concludes the misconduct is a manifestation of the student's disability, the team may review and revise the student's IEP, and determine whether a change in placement is needed.

Under circumstances involving weapons, drugs and/or the infliction of serious bodily injury, the district may remove the student to an interim alternative educational placement. ([Policy JGDA/JGEA-AR](#))

Suspension

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. ([Policy JG](#))

Students may be suspended for willful violation of school regulations, conduct which materially and substantially disrupts the rights of others to an education; conduct which endangers the student, other students or staff members and conduct which damages or injures district property. Suspension may take the following forms:

- In-school suspension: Exclusion of the student from class attendance for a designated period of time to be determined by the administration.
- Out-of-school suspension: A temporary exclusion from school for not more than 10 school days.
- Exclusion in cases being investigated and/or pending exclusion.
- Exclusion until some specific pending action occurs such as a physical or mental examination; incarceration by court action; a hearing by the superintendent, or designee; and/or official Board action

Saturday school, detention before school, and/or detention after school may be assigned as disciplinary consequences in the place of suspension when appropriate.

Parents or guardians will be notified by telephone whenever possible and will be sent a letter in cases of an out-of-school suspension stating the date, time and charges for the suspension and the procedures for reinstatement. The statement may include a plan for the student to make up school work. The parents or

guardians may request and be given a conference with the building principal. Suspensions may be appealed to the School Board.

Out-of-school suspended students are not to be on school grounds without administrative permission. ([Policy JGD](#))

Expulsion

A principal or designee, after reviewing available information, may recommend to the superintendent or designee that a student shall be expelled. Expulsion of a student shall not extend beyond one calendar year unless a firearm is involved.

No student may be expelled without a hearing by the superintendent or designee unless the right to a hearing is waived by the parents or by the student if 18 years old. The right to a hearing may be waived in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parents agree to abide by the findings of a hearings officer.

When an expulsion hearing is to be held, the student and parents will be given written notice by personal service or certified mail at least five days before the scheduled hearing.

Notice shall include the specific charge or charges, the conduct constituting the alleged violation and the reason for expulsion, recommendation for expulsion, the student's right to a hearing and right to representation.

If the student or parent has difficulty understanding or speaking English, the district will provide translation and interpretation as needed. At the hearing, the student may have a representative present. The representative may be an attorney or a parent. The student will be afforded the right to present his/her/their version of the events and to introduce evidence. The student shall be permitted to be present and hear the evidence presented by the district.

The hearings officer will determine the facts in the case and decide upon disciplinary action including the duration of the expulsion if an expulsion is imposed.

The hearing officer's decision may be appealed to the School Board. Parents of students who wish to appeal will have the opportunity to be heard at the time the Board reviews the decision. The Board will affirm, modify or reverse the decision.

Before expulsion, the district must propose alternative programs of instruction, or instruction combined with counseling to a student subject to expulsion for reasons other than a weapons policy violation. ([Policy JGE](#))

District Services

Albany Community Pool	541-967-4521
Albany Public Schools Foundation (APSF)	541-979-2773
Alternative Learning	541-967-4563
Business Office	541-967-4505
Curriculum, Instruction, and Assessment	541-967-4525
FACT	541-924-3720
Health Services	541-967-4554
Human Resources	541-967-4503
Nutrition Services	541-967-4622
Physical Plant	541-967-4513
Special Programs	541-967-4518
Superintendent	541-967-4511
Transportation	541-967-4626
Welcome Center	541-704-2376

School Board Members and District Leadership

Ryan Mattingly

Board Chair

At-Large No. 1

Term expires June 30, 2027

Brad Wilson

Board Vice Chair

Zone 1

Term expires June 30, 2029

Kris McLaughlin

Board Director

At-Large No. 2

Term expires June 30, 2029

Stephanie Lunceford

Board Director

Zone 2

Term expires June 30, 2029

Sean Taylor

Board Member

Zone 3

Term expires June 30, 2027

To email board members: gaps.school.board@albany.k12.or.us

(email is sent to board, Superintendent and Board Secretary)

Superintendent Andy Gardner

541-967-4511

Assistant Superintendent Bruce Schmidt

541-967-4525