Jefferson County School District 509J

UNITE. ENGAGE. SOAR.

445 SE Buff Street, Madras, OR 97741 (541) 475-6192 FAX: (541) 475-6856

Students flourish here. We care for each other. Better every.

2026-27 Student Rights & Responsibilities Handbook

About this Handbook

This handbook outlines the rights and responsibilities of students and the standards for student conduct in Jefferson County School District 509J and provides information about the District and its services. Students and parents or guardians are encouraged to read this handbook carefully and retain it for future reference.

The policies referenced in this handbook are subject to change throughout the course of the school year. The most recent version of the Jefferson County School District 509J Board of Directors' policies and procedures can be found at the district's website:
JCSD 509J Board adopted policies

Individual schools in the district have the authority to adopt and implement school rules to assist them in implementing the policies established in this handbook and School Board policies. Please refer to the district website and the individual applicable school's website: JCSD 509J

The Board of Directors has instituted policies that ensure the fair treatment of students, families and the general public. The superintendent is responsible for following the governance policies of the Board of Directors.

JCSD 509J Leadership

Superintendent Jay Mathisen
Assistant Superintendent Shay Mikalson
Executive Assistant: Tessa Bailey
Office Phone: 541-475-6192

JCSD 509J Board of Directors

Chair Laurie Danzuka
Vice Chair Kevin Richards
Director Courtney Snead
Director Jacob Struck
Director Regina Mitchell

Board Secretary – Tessa Bailey
Phone: 541-475-6192 Ext. 2207

Jefferson County School District 509J

445 SE Buff Street, Madras, OR 97741
www.jcsd.k12.or.us
Phone 541-475-6192 | Fax 541-923-5142

JCSD 509J Directory:

District Administrative Office
541-475-6192
Jefferson County School District 509J
Superintendent's Office
Jay Mathisen and Shay Mikalson
Curriculum & Instruction: Billie White
CFO/Business Dept: Brad Henry
Human Resources: Debi Brazelton
Special Services: Grant Hayball
Communications: Joey Prechtl

Operations, Maintenance & Transportation
541-475-3536
JCSD 509J District Operations
Operations Director: Simon White
Maintenance/Custodial: Joe Whitaker
Transportation: Eddie Adams

Nutrition Services
541-475-0339 Ext. 2140 or cell: 541-419-8742
Nutrition Services: Patti Jobe

Technology
541-475-6192 Ext. 1111
Technology Director David Hicks

Elementary Schools (K-5)

Buff Elementary School
375 SE Buff Street, Madras 541-475-2457
Principal: Erika Skaar

Madras Elementary School
215 SE 10th Street, Madras 541-475-3520
Principal: Jean Bendele

Metolius Elementary School
420 SW Butte Ave., Metolius 541-546-3104
Principal: Adam Dietrich

Big Muddy School
P.O. Box 220, Antelope
Principal: Billie White

Warm Springs K8 Academy (K-8)
50 Chukar Road 541-553-1128
Warm Springs, OR 97761
Principal: Lonnie Henderson
Assistant Principal: Gena Bennett
Assistant Principal: Troy Capps

Middle School (6-8)

Jefferson County Middle School
1180 SE Kemper Way, 541-475-7253
Madras, OR 97741
Principal: Brent Walsh
Assistant Principal: Shannon Richards

High Schools (9-12)

Madras High School
390 SE 10th Street, 541-475-7265
Madras, OR 97741
Principal: Tony Summers
Assistant Principal: Kelsey Snow
Assistant Principal/Athletic Director: Walter Stahl

Bridges High School
410 SW 4th Street 541-475-4820
Principal: Jessica Swagger

JCSD 509J Online
410 SW 4th Street 541-475-8267
Principal: Jessica Swagger

Students flourish here.
We care for each other.
Better every day.

District Policies and Administrative Regulations are Available Online

District policies and regulations are periodically revised to comply with changes in state and federal laws. While the District makes every effort to keep the Student Rights and Responsibilities Handbook up to date, some changes to policies may be made after publication. In the event that this handbook conflicts with policy, District policy supersedes this handbook.

A complete listing of District policies and regulations is available at:
JCSD 509J Board adopted policies
or by contacting the District Office, JCSD 509J Board Secretary at 541-475-6192.

Introduction

The Board of Directors of the Jefferson County School District 509J believes that each student should receive the best education its resources can provide. The district's purpose is to provide each student the opportunity to realize success necessary for living a productive and rewarding life in our society. As an integral component of the community, the school District shares responsibility with families in providing an educational program that will help each individual understand, solve problems and accept responsibilities.

All students have rights. These rights carry related responsibilities on the part of each student. Students are charged with the responsibility to contribute to a positive educational climate, to actively participate in the prescribed learning activities, to use considerate behaviors and to protect their own rights and those of other people. Although these rights and responsibilities are applicable to a total society, this document is applicable to on- and off-campus activities within the jurisdiction of the district.

The purpose of the Student Rights & Responsibilities handbook is:

- To establish clear expectations and standards of behavior that will provide a safe, effective, and rewarding learning environment.
- To notify parents and students of these educational rights and responsibilities.

Student Code of Conduct/Discipline
District Policy JFC

Students have the right:
To attend school free of corporal punishment. Corporal punishment is defined as an act that willfully inflicts or willfully causes the infliction of physical pain upon a student.

Students have the responsibility:
- To expect fair, consistent and reasonable consequences for non-compliance with District rules and policies as outlined in this handbook and individual school handbooks.
- To pursue the prescribed course of study, submit to lawful authority of teachers and school officials, contribute to a productive learning climate and conduct themselves in an orderly fashion during the school day and school-sponsored activity.
- Develop a positive behavior toward self-discipline.

Failure to comply with these responsibilities may result in the disciplinary consequences as outlined in District policy and this handbook. Students may also be denied participation in extracurricular activities. Titles and/or privileges granted to students may be revoked (example: valedictorian, salutatorian, student body, class or club office position, senior trip, prom, social activities, etc.) for failure to comply with these responsibilities.

School Board, Superintendent, District Administrator Responsibilities

The school board, through the superintendent, has the responsibility to provide a quality educational program, to maintain highly qualified staff and give them full support in enforcing discipline consistent with District policies and regulations. When a disciplinary action is appealed, in accordance with District policy, the board will decide each case upon its merits.

Parent Responsibilities

Whenever the term parent or parents is used in the handbook, it shall include legal guardian or person with power of attorney to act as a parent. The parent has the ultimate responsibility for the student's welfare. The parent needs to help the student learn, exercise self-control and develop socially acceptable standards of behavior.

The parent has the responsibility to set an example for the student, especially as it affects respect for law, for the authority of the school, and for the rights and property of others. By example, a parent can instill within the student a desire to learn, a respect for honest work and an interest in exploring various fields of knowledge.

The parent has the responsibility to know and review with their child the regulations that govern the student's school activities and the consequences of disobeying those regulations. The parent should, if possible, become acquainted with the school in which the student is enrolled through back-to-school nights, parent/teacher conferences, school functions and classroom visits. During school hours all parents and visitors are required to sign in at the main office and obtain a visitor's pass.

The parent has the responsibility to have the student attend school regularly. Parents have the responsibility to inform the school in person, by phone or in writing of their child's absence and the reason. The student should be clean, in good health, free from communicable disease, in compliance with the requirements of Oregon's immunization law, and dressed appropriately. Click here to review district policy on attendance.

Custodial Parents

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the noncustodial parents at the time of enrollment or any other time a court order is issued. A parent with sole custody shall be requested to provide the district with written instructions regarding particular rights or privileges granted to the noncustodial parents.

Noncustodial parents will not be granted visitation or telephone access to the child during the school day (District Policy JECAC/GBH).

The student will not be released to the noncustodial parent without written permission of the parent with sole custody or order of the court. In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities.

School Administrator Responsibilities

Administrators have the responsibility for providing leadership to staff and students in an effort to create the best possible teaching and learning environment. Administrators have the responsibility to carry out school District policies and regulations and to make these known to staff, students, and parents.

Administrators also have the responsibility to maintain an environment that is safe and conducive to an orderly education. Like teachers and parents, administrators have the responsibility to be an example for students by showing respect for law and order and by demonstrating self-discipline and concern for all persons under their authority. Administrators will be fair, firm and consistent, maintain open lines of communication and demonstrate respect in decisions affecting students.

In regard to disciplinary action, administrators may consult with teachers, counselors, and students. Administrators should communicate with parents to establish procedures to improve student behavior when needed. Administrators shall follow processes as outlined in District regulations, inform parents of actions and related policies involving their student, and maintain records of disciplinary actions.

Staff Responsibilities

Staff members of the school have the responsibility to guide students' educational and behavioral experience while they are involved in school and school-sponsored activities. All members of the staff shall work with parents in a cooperative manner.

All staff members shall model, by their work and personal example, their respect for law and school rules. A staff member's conduct and guidance should encourage within the student a desire to learn, a respect for honest work, and an interest in various fields of knowledge. Staff members have an obligation to explain student responsibilities and to take appropriate action with those students who disobey outlined expectations.

Staff members have a responsibility to demonstrate concern for the individual student. This will be reflected by methods of teaching and encouraging the students for achievement and responsible behavior. A staff member will be fair, firm, and consistent in active reinforcement of school regulations within the educational arena (i.e., classrooms, hallways, restrooms, cafeteria, library, school buses, school grounds, etc.) not only during the school day, but at all school-sponsored activities. All staff members shall demonstrate respect for parents, students, and other staff members.

School officials have the authority, rights, duties, and responsibilities similar to parents with respect to student behavior in the school setting and at school-sponsored activities.

Student Rights

Students have a right to access a copy of the Student Rights and Responsibilities handbook, the school's handbook, and to appeal disciplinary decisions of staff and administration in accordance with District policy.

The student has the responsibility to read and become aware of the contents of the school's handbook. The student will follow staff directions, and will comply explicitly with requests given by a teacher, administrator, school employee and/or volunteer. Each student must comply with rules of the Jefferson County School District 509J. Students will promote a safe school environment by protecting their own rights and the rights of others.

Student Dress and Grooming
District Policy JFCA

Students have the right:
- To dress and groom as they and their parents choose within the guidelines set by board policy and each school.
- Students have the responsibility:
- To maintain their person in such a manner as to comply with health, sanitary, and safety standards.

- To dress and groom so that the teaching/ learning process is not disrupted.
- Conform to grooming standards defined by the school and approved by the super-intendent when representing the school in voluntary activities. Student participation may be denied if those standards are not met.
- Clothing shall be free from advertisement slogans related to alcohol, drugs, tobacco, sexual innuendos and gang symbols.

Freedom of Expression
District Policy IB

Students have the right:

- To express themselves in writing, verbally, or by assembly as long as that expression does not violate the rights of others or substantially disrupt the educational environment. To attend a school in an atmosphere free from assault(verbal and physical),
- name-calling, profanities, obscenities racial or ethnic slurs, ridicule, bullying, threats of physical harm, harassment, and privacy invasion.
- To express their feelings for friends, staff, or anyone else in an appropriate manner.
- Students have the responsibility:
- Not to invade, either verbally or in publications, another person's lawful right to privacy without that person's consent.
- For the effects of their expression on other individuals or groups. Students must follow the school rules. These include but are not limited to: no verbal or written assaults menacing, profanities, obscenities, harassment, ridicule or bullying. All such behavior may result in disciplinary action.
- To restrain from public display of private affection.

Speech

The student is entitled to verbally express their personal opinion. The use of verbal assaults; profanity; language and/or material that is lewd, vulgar, and obscene; harassment or ridicule will not be tolerated and may result in disciplinary action.

Students may not distribute material that is defamatory or libelous; threatens or intimidates an individual or group; is obscene; contains vulgar or offensive language; advocates breaking school or District rules or advocates unlawful acts.

Assembly

All formal student meetings that occur on school grounds shall function only as a part of the educational process and as authorized in advance by the principal. Students gathered formally or informally must not be a disruption to the educational process or infringe upon the rights of others.

Students are permitted to hold demonstrations on school property under the following conditions if scheduled with the superintendent in advance with a crowd control plan, and if it does not disrupt classroom activities or cause a threat or safety hazard to students, staff or the school.

Prohibition of Secret Societies, Gangs, Hate Groups
District Policy JFCE/JFCEA

Secret societies, gangs, hate groups, or any other groups, which advocate hatred, discrimination, or violence on any issue, are banned from the Jefferson County School District 509J. Likewise any of the activities of such groups and their members are prohibited in District facilities and at school functions.

Prohibited activities include, but are not limited to: congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, writing or displaying gang graffiti, the intimidation of others, the advocacy of discrimination, and any other behavior which the school administration finds disruptive, such as the wearing of gang colors or insignia, and such language, codes and gestures that provoke violence or seek to advocate the purpose and objectives of such groups.

Disciplinary action may include suspension or expulsion.

Religious Instruction

A student attending public school may be excused from school for periods not exceeding two hours in a week for first through eighth grades and five hours in any week for high school pupils to attend weekday schools giving religious instruction. The parent or guardian must apply to the school in which the student is enrolled for release for religious instruction.
Transportation is not provided by the district.

Search, Seizure, and Questioning
District Policy JFG

To maintain a safe and orderly learning environment, the district reserves the right to search a student's person and property, including property assigned by the district for the student's use, subject to the requirements set forth in the district's search and seizure policy, JFG/JFG-AR. 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.

Technology & Electronic Communication/ Computer Use
District Policy IIBGA

The District will provide students with access to the district's electronic communications network. This network includes local area networks (LAN) in each building, communications between all of the district's local area networks and Internet access. The District will provide filtering services for all student-use computers and will monitor students' use of District computers. The Student Rights and Responsibilities Handbook as a whole and this section in particular will serve as the District's Acceptable Use Policy and Agreement.

Students have the RIGHT:
- To have access to technology that is kept in good working order.
- To use the District's network for educational purposes.

Students have the RESPONSIBILITY:
- To not use the District network to access materials that are obscene or pornographic, that advocate illegal acts, violence, or discrimination. Exceptions may be made when the purpose is to conduct classroom sponsored research and the teacher has given approval.
- To notify an adult if they receive any message or access any web site that is inappropriate or makes them feel uncomfortable.
- To not attempt to gain unauthorized access, disrupt performance, or hack in to any system or server on the District network or outside the District. This includes sharing your account name and password with someone else.
- To practice responsible use of e-mail, texting and other forms of social networking within the school environment, including no spamming, no unauthorized forwarding, no sending of large attachments and no cyber

bullying.
- To refrain from activities that might interfere with network performance. This might include downloading large files, streaming video, playing online interactive games, etc.
- To notify the teacher or school administrator if they identify a possible security problem.
- To refrain from giving out personal contact information about themselves or others. This includes full name, address and telephone number.
- To refuse to meet someone they have encountered online without parental permission.
- To only visit social networking sites (e-mail, blogs, forums, chat rooms, etc.) on District equipment with permission from and supervision by their teacher.
- To refrain from turning any computer into a server except as directed by a supervising teacher and after permission for server operation has been granted by both the building and District.
- To use District technology to engage in only legal activities and ethical practices.

Computer Use
Students may be permitted to use the district's electronic communications system for school and instructional activities. Personal use of district computers including internet and email access is permitted when consistent with board policy and administrative regulations and when during school day.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:
- Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are
- obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
- Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
- The on-line activities of students are monitored;
- Access by students to inappropriate matter on the Internet and World Wide Web is denied;
- Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
- Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
- Measures designed to restrict students' access to materials harmful to students have been installed.
- The district retains ownership and control of its computers, hardware, software

Attendance & Enrollment
District Policy JC/JEA

All students between the ages of 6 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 of the state compulsory attendance law. Students not attending school on a regular basis will be referred to the school District Attendance Officer and/or District Attorney along with county agencies assigned to keep kids in school.

Students have the right:
- To attend school if they have reached the age of 5 by September 1, have not completed graduation requirements, or

have not reached the age of 19. If a student's 19th birthday occurs during the school year, they shall continue to be eligible for the remainder of the school year. Students may attend school until the age of 21 if the student is receiving special education or the student is shown to be in need of additional education in order to receive an appropriate diploma or certificate.
- To receive information about alternative education programs when erratic attendance, serious disciplinary issues, or poor performance and effort are keeping the student from benefiting from their educational program. Schools have the right to determine placement of students as needed into alternative educational programs when erratic attendance, serious disciplinary issues or poor performance and effort are keeping the student from benefiting from their education program.

Students have the responsibility:
- To attend school in the attendance area in which they reside unless otherwise approved through the transfer process.
- To attend classes on all scheduled school days at the school in which they are enrolled.
- To be punctual and observe policies governing absences or late arrivals.

Parents have the responsibility:
- To inform the school by phone or in writing of their child's absence and the reason.
- To comply with laws governing compulsory attendance.
- A parent who fails to comply with compulsory attendance requirements may be issued a citation for the student's failure to attend school.

Early Entrance
District Policy JEBA/JEBA-AR

A student will be admitted to kindergarten if their fifth birthday occurs on or before September 1st, or is a kindergarten student transferring from a public school in another District. A student is considered 6 years of age and will be admitted into a public school if their birthday occurs on or before September 1st.

A student whose sixth birthday occurs after that date may be admitted to the first grade if they have maintained regular attendance in any grade of a public or private full-time school during the entire school term.
Early entry into school may be allowed for a student whose needs would best be met in the school program based on an analysis by qualified professional staff of their:

1. Cognitive/pre-academic or academic development;
2. Social/emotional development;
3. Physical/motor development.

Parents will be required to pay for testing.

Student Transfers
District Policy JC/JECBB /JECBB-AR /JECB

Students will be assigned to a specific school based on residence. Henceforth, this will be referred to as their "assigned school." The Board believes that schools in the district offer a rich educational experience and that children have access to this through their assigned school and District programs. The Board recognizes that some families may want to attend a school other than their assigned school or assigned District. Likewise, the District may choose to place students with specific educational needs at a school other than that of the student's assigned school.
Based on this knowledge, the district invites families to request transfers with the following understanding:

1. Parents will follow the process for requesting transfers described within the district transfer policy.
2. In most cases, transportation will be the responsibility of the family/guardian.
3. The acceptance of a transfer request to another District will be dependent upon the receiving District's transfer policies.
4. The superintendent will have the authority to make decisions regarding transfers not currently addressed in policy.

Academics

Students have the right:
- To be informed of and participate in an appropriate course of studies.
- To be informed of their academic progress.
- To be informed of the teacher's expectations for them in their classes.
- Students have the responsibility:
- To participate in class and complete the assigned work in a timely manner.
- To behave in a manner that does not disrupt the school environment.
- To demonstrate a high degree of academic integrity.
- To refrain from plagiarism or any form of cheating.
- To monitor their own academic performance.

Motor Vehicles
District Policy JHFD

Students have the right:
- To drive licensed motor vehicles only to high schools, subject to availability of parking and compliance with school vehicle policies.

Students have the responsibility to adhere to the following rules and regulations:

- Student vehicles operated on school premises are subject to local and state traffic ordinances and all traffic citations double in school zones.
- Student drivers must hold a valid driver's license and the vehicles must be licensed, insured and registered with the school administration.
- All vehicles parked on school property are under the jurisdiction of the district and will be subject to search when there is a reasonable suspicion to believe an illegal act, violation of student conduct or District policy has occurred.
- Students shall not loiter in cars or in the parking lot during the school day.
- The speed limit on campus is 10 miles per hour.
- Student vehicles will be cited and towed away at owner expense if they are parked in unauthorized areas.
- Student drivers are subject to additional regulations as defined by each high school.

Open & Closed Campuses

Students have the right:
- To know that all schools have a closed campus, except 11th and 12th-grade students at Madras High School during lunch. Movement of students during required school hours is confined to school property, except when specifically released for reasons such as medical appointments or educational programs such as cooperative work experience and field trips.
- To be released from campus with parent and/or administrative permission on file in the school office.
- To remain on campus at all times unless released and signed out to leave campus.

Students have the responsibility:
To know the specific regulations concerning campus mobility, which vary from school to school and affect age groups differently. Where these rules apply, students are required to sign in and out when arriving or departing from school. All schools have regulations concerning signing in and out.

Nutrition Services
District Policy EFAA

The District's Nutrition Services department strives to provide healthy, nutritious meals for students while they are in school. Good nutrition is essential in the learning process. Information regarding menus, meal accounts, and the JCSD 509J USDA Free and Reduced Meal program can be found at or by contacting your individual school.

Immunizations
District Policy JHCA/JHCB

The district is required by state law to keep a record of each student's immunizations. Parents who are enrolling a student in a school must complete an immunization form with their child's record of immunizations. Please have the dates of your student's immunizations with you at registration time.

Parents are required to turn in documentation of immunization or complete the process for a nonmedical exemption prior to exclusion day.

- Kindergarten students are not allowed to attend school until they have a minimum of one dose each of required vaccines.
- Students may be exempted from receiving certain immunizations for medical conditions or religious reasons.
- Tuberculosis testing may be required for students born in a foreign country.
- Students who are not in compliance will be excluded from school on statewide Exclusion Day. State law requires all children in school to have up-to-date immunizations or have a medical or non-medical exemption to stay enrolled.

Medication Administration at School
District Policy JHCD & JHCD-AR

The district recognizes that administration of medication to students may be necessary at school. A request for the district to administer prescription medication to a student shall include the written permission of the parent or guardian and shall be accompanied by written instruction from an Oregon licensed health care professional. A prescription label prepared by a pharmacist will be deemed sufficient to meet the requirements for a physician's order. With written and signed consent from a parent/guardian, students in grades K-12 will be allowed to self-administer prescription medication, including medication for asthma or severe allergy as defined by state law, and subject to age-appropriate guidelines.

Personal Communication Devices
District Policy JFCEB

Students and staff should be allowed to complete their tasks without the interruption of personal communication devices such as cell phones, tablets and audio headsets (other than for school use) while attending school or school-associated activities, on or off the school property including school buses. If the student's communication device disrupts the educational environment or impacts the safety of others, it is subject to being confiscated and forfeited to the district.

Illegal Acts and School Violations
District Policies JFC/JG/JGD /JGE

Violation of District and school rules and regulations, based on severity and frequency, may result in reprimand and warning, detention, removal of privileges, suspension, or expulsion. In matters other than minor and routine instances, parents will be involved and informed. In all cases of suspension or expulsion, due process procedures will be no less than those required by District policy and law.

In addition to rules and regulations of Jefferson County School District 509J described in this publication, students are

expected to obey the laws of the State of Oregon and of the United States. On school property, and at school-sponsored activities, violations of public laws will result in disciplinary action taken by school authorities regardless of whether or not law enforcement is involved.

Students have the option of anonymously reporting suspicious or illegal activity, bullying, criminal activity, abuse, theft or other safety concerns through the SafeOregon program. You can report a tip online at: https://www.safeoregon.com/ call or text 844.472.3367, or email at tip@safeoregon.com.

The following conduct will constitute grounds for disciplinary action:

Arson
District Policy ECAB

Arson is the intentional setting of fire to property or facilities. Setting off false alarms is also grounds for disciplinary action. Schools are required to report a deliberately set fire to local fire authorities.

Copyright Violations, Plagiarism or Cheating
It is the intent of Jefferson County School District 509J to adhere to the provisions of copyright laws. Students in violation of copyright laws will be subject to discipline. Academic dishonesty/cheating involves use of prohibited information or plagiarizing material that is not one's own and is prohibited.

Cyberbullying
District Policy JFCF/JFCFAR

Cyberbullying means the use of any electronic communication device to harass, intimidate, or bully.

Disruptive or Unsafe Behavior
Disruptive, unsafe, or abusive conduct that deprives other students of the right to learn or that interferes with the instructional program in the classroom will not be tolerated.

Drugs and Alcohol
District Policy JFCG/JFCH/JFCI

It is unlawful for a student to possess, purchase, use, distribute or be under the influence of an illegal substance, or an imitation illegal substance; or to possess, purchase, use, distribute or be under the influence of a restricted or controlled substance for which the student does not have a prescription. It is also unlawful for a student to distribute his/her own prescription drug to others. Everyday items to alter mood or state of mind are prohibited.

Contact your school office for information about required pupil medical forms.

Forgery

Forgery includes any attempt to deceive. Examples are signing another's name to an excuse, assignment, or other document as well as changing or altering school documents.

Gang Activity or Conduct
District Policy JFCE /JFCEA

Any student behavior promoting or imitating gang involvement or activity through attire, language, or nonverbal gestures (including graffiti) is prohibited.

Harassment, Intimidation, Bullying
District Policy JFCF/JFCF-AR

Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school- sponsored activity, on school-provided transportation, at any official school bus stop, and that may be

based on, but not limited to, the protected class status of a person, or that has the effect of physically harming a student or damaging a student's property, knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or creating a hostile educational environment, including interfering with the psychological well-being of a student.

Principals have the responsibility for investigations concerning hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. All complaints will be investigated in accordance with the procedures outlined in District Policy JFCF and JFCF-AR.

Hazing
District Policy JFCF/JFCF-AR

Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of obtaining membership in, or affiliation with, any District-sponsored activity or grade-level attainment. Hazing includes, but is not limited to, forced consumption of any drink, food, or drug, forced exposure to the elements, forced exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student, or that requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

Menacing

Menacing includes, but is not limited to, any act intended to place a school employee, student, or third party, in fear of imminent serious physical injury.

Physical Violence or Threats of Physical Violence
District Policy JFCM

Physical violence is conduct resulting in physical harm to one's self, to others, or to property, including fighting in a school building, on the school grounds or nearby vicinity, on District vehicles, or at school-sponsored activities. Threats of physical violence include threats of harm to one's self, to others, or to school property, and menacing, threatening behavior or acts of violence.

Students have a responsibility to inform a teacher, counselor or administrator regarding any threats of violence.

Profane or Obscene Language
Words and/or acts that infringe on the moral standards of most students cannot be tolerated in an atmosphere where attendance is required by law.

Regulated Campus Violations
Once a student arrives on a campus, they are not allowed to leave except for authorized reasons. Schools may have areas of the building or campus that are restricted to students and unauthorized persons.

Teen Dating Violence
District Policy JFCF-AR

Teen dating violence is defined as use or threats of physical, mental or emotional abuse to control another individual who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

Theft
District Policy ECAB

Theft is the act of stealing personal or public property. Any student who commits or attempts to commit an act of theft against another student, the school District, or any other party will be subject to disciplinary action and referred to the appropriate law enforcement agency. (Students are urged not to bring valuables or large amounts of money to school. Beyond the teaching of personal responsibility and honesty, the school cannot assume direct responsibility for a student's personal belongings.)

Tobacco & Inhalant Delivery Systems
District Policy JFCG /JFCH/JFCI

The possession, use, distribution or sale of tobacco or inhalant delivery systems or their imitation in any form by students violates Oregon law and District policy. Tobacco products and inhalant delivery systems, including e-cigarettes, will not be allowed on school property, in school District vehicles, or at school events or activities.

Trespassing
Students who have been suspended or expelled from school and persons of school age who are present but not enrolled in the school may be subject to the appropriate state law or city ordinance related to trespass. Criminal trespass charges may be made when a person's presence has been denied or restricted from a campus.

Parents/guardians or other persons under court order restraint pertaining to a student, or who are disruptive to the educational environment, will also be denied campus access.

Unlawful Interference with School Authorities Willful disobedience, insubordination, open defiance, intimidation, or threat of force or violence against a school employee is prohibited.

Unsafe or Improper Use of a Vehicle
District Policy JHFD

While on school property, all vehicles will be used in a safe and non-disruptive manner. Parking regulations are enforced. Unsafe vehicle use leads to campus restrictions or law enforcement contact. Any student leaving campus by vehicle is responsible for their own actions.

All vehicle owners and their insurance carrier will pay for injury or damage caused by vehicles.

Vandalism
District Policy ECAB

Vandalism is defacing or damaging property. A student who commits an act of vandalism may be disciplined, suspended, or expelled. The parent or guardian of the student is liable for the payment for such damage if the student is younger than 18. (ORS 339.260).

Weapons
District Policy JFCJ

Students shall not bring, possess, conceal or use a weapon on District property, or at activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association). This includes destructive devices, replicas of weapons, and any item used as a weapon. Weapons include all types of firearms plus any weapon, device, instrument, material, or substance that is capable of causing serious physical injury or death under the circumstances in which it is used, attempted to be used, or threatened to be used.

Jefferson County School District 509J is a member of the Safe Schools Alliance (SSA) and follows SSA and law enforcement

protocols when handling violations. Students found to have brought, possessed, concealed or used a dangerous or deadly weapon, firearm or destructive device in violation of this policy shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate.

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

Disciplinary Procedures
District Policy JG JG-AR

Students/Parents have the right:

- To be presented with a verbal or written statement of the charges.
- To be given the opportunity to be heard and present their view of the occurrence.
- To all due process guarantees contained in the district's stated procedure for suspension and/or expulsion.

Students/Parents have the responsibility:

- To comply with school rules and regulations at school and at all school-related activities as outlined in the introduction of this handbook.
- To obey all federal, state, and local laws.
- To submit to the lawful authority of school personnel.

- To conduct themselves individually and collectively in an orderly fashion.

Suspension
District Policy JGD

Suspension temporarily removes the privilege and duty of a student to attend school and/or school activities for a period of time up to, but not exceeding, 10 school days. In determining the length of the suspension, the principal will take into account the severity of the act and the previous behavior of the student. Suspension periods are not to exceed 10 consecutive school days. Depending upon the circumstances and the infraction, attempts to notify parents should begin as quickly as possible when a suspension appears imminent.

Suspension may be made by the principal or their designee. Temporary suspension may be necessary while officials review evidence and possibly take further action. In the case of a suspension, the student is informed of the suspension charges by the administration and asked to explain their view of the event. When the decision to suspend is made, parents are notified and a procedure for reinstatement and appeal is explained. When a student with an Individual Education Plan (IEP) is being considered for suspension or expulsion from school, all procedures mandated by Individuals with Disabilities Education Act (IDEA) will be addressed.

A conference may be required for the student and/or the student's parents before reinstatement takes place.

Any reinstatement requirements other than simply returning to class shall be presented in written form and contained in the suspension letter or referral form.

Upon return to school, students have the right to make up assignments missed during the time of suspension and to be granted credit. It shall be the responsibility of the student to take the initiative to obtain make-up assignments. It will be the responsibility of the instructor to provide any additional instruction.
A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended.

Expulsion
District Policy JGE

Expulsion means that a student is removed from school and all school-related activities for an extended period of time not to exceed one calendar year. Expulsions are recommended by the principal or their designee to the superintendent.
Students may be expelled for any of the following circumstances:

a) When a student's conduct poses a threat to the health or safety of students or employees;
b) When other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or
c) When required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion.

The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

A hearings officer designated by the superintendent will render a decision on an expulsion after holding a hearing, unless the parent/student waives their right to a hearing.

The decision of the hearings officer may be appealed to the School Board. Expulsion is used in cases of extreme severity or for repeated serious violation of school rules or District regulations. District procedure provides for written notification to the students' parents, identification of alternative education options, the right to a hearing, all rights guaranteed by due process, and rights unique to students with an IEP or students subject to IDEA.

Admission of Students on Expulsion:

The Board may also deny regular school admission to students who have become residents and who are under expulsion from another school District for reasons other than a weapons policy violation.

The Board shall deny, for a period not to exceed one calendar year from the date of the expulsion, regular school admission to students who have become residents and who are under expulsion from another school District for a weapons policy violation.

Sexual Harassment Complaints
District Policy JBA/GBN

All persons associated with the School District, including but not limited to the Board of Directors, employees, volunteers, and students, are expected to conduct themselves at all times to provide an atmosphere free from sexual harassment.

Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. The student and/or parent with a complaint should contact a school administrator, compliance officer or the superintendent.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others, or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that violate this policy shall be promptly investigated in accordance with the procedures established in District Policy JBA/GBN-AR.

Bus Transportation
District Policy EEA/EEACC EEACC-AR

Students have the right:
To ride District buses as provided when students live 1 or more miles from the school (in the case of elementary school students) and 1.5 or more miles from school (in the case of middle school and high school students) and/or students who have to cross a hazardous area.

Students have the responsibility:
- To be at the bus stop 5 minutes before the scheduled pickup time.
- To follow the instructions posted and listed in District regulations.
- To participate in a bus evacuation, drill each year.
- To follow the rules governing behavior on school buses or may forfeit the right to ride.
- To follow directives given by the bus driver.

The following are state regulations from OAR 581-53-010: ORS Chapter 820; 332.405, OAR: 581-21-010.
- Pupils being transported are under authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Pupils shall use the emergency door only in case of emergency.
- Pupils shall be on time for the bus both morning and evening.
- Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
- Pupils shall not bring animals, except approved assistance guide animals, on the bus.
- Pupils shall remain seated while the bus is in motion.
- Pupils may be assigned seats by the bus driver.
- When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- Pupils shall not extend their hands, arms, or head through bus windows.
- Pupils shall have written permission to leave the bus other than at home or school.
- Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall not open or close windows without permission of the driver.
- Pupils shall keep the bus clean and must refrain from damaging it.
- Pupils shall be courteous to the driver, to fellow pupils, and passersby.
- Pupils who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus.
- The following items are not allowed on the bus: animals, glass containers, aerosol cans, skateboards, fishing poles, snowboards, hockey sticks, weapons or look-alike weapons, golf clubs, helium balloons, skis, shovels, or laser pens.
- Roller blades and shoes with wheels must be transported in a duffle bag or backpack. Craft projects must be in a bag or box.
- Any item used in an unsafe manner may be confiscated and the student must bring a parent to the office to retrieve it.

Transportation of students for non-curricular activities and athletic events, when possible, will be provided by Jefferson County School District 509J Transportation Services certified drivers. However, if students are not provided transportation by Jefferson County School District 509J certified drivers, students are required to provide and arrange for their own transportation to the location where the non-curricular activity or athletic event will
take place. Jefferson County School District 509J assumes no liability for transportation that is provided by the student or the student's parent to such non-curricular activities or athletic contests, practices or activities, regardless of whether school is in or out of session.

Instructional field trips and special activities are subjected to all District policies and administrative regulations will be enforced on all field trips and school sponsored tours and activities, including those in another city or state. Trips and activities that require private transportation must adhere to these policies.

Route Information
District Policy EEAB

Bus route information is available at each school, the transportation office and online at JCSD 509J Bus Route Information. Bus routes and stop times may be adjusted at any time. If your student fails to return home at their expected time, contact the school first. Please keep in mind there may be many reasons for a bus to be late on its route. A bus could be late if there is a substitute driver, if there are mechanical problems, traffic tie-ups, inclement weather, or poor road conditions.

Parent Responsibilities:
- Take the time to go over the bus rules and make certain your child understands them.
- Be sure your child is at the bus stop 5 minutes prior to the signed stop time. (Most school buses run multiple routes and the driver cannot wait for a child who is late.)
- If your child needs to leave the bus at a scheduled stop other than their normal home stop, please see Temporary Rider Permit.

- Instruct your child to safely walk to and from the bus stop.
- Instruct your child to stand to the side of the road when waiting for the bus.

Student Records
District Policy JO /IGBAB-AR

The Family Educational Rights and Privacy Act (FERPA) requires that parents and eligible students be notified annually of their rights relating to student records.

Parents and eligible students have the right to:
- Inspect and review the student's education records;
- Request the amendment of the student's education records to ensure they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- Pursuant to OAR 581-021-0410, file with the Family Policy Compliance Office, United States Department of Education complaint under 34 C.F.R. § 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
- Obtain a copy of the district policy with regard to student education records.

Eligible students and their parents have the responsibility:
To make a request to the principal to inspect any of the student's educational records. The request should specify as precisely as possible the record to be inspected.

For additional guidance please refer to Board Policy JO/IGBAB / JO/IGBAB-AR

- To make a written request to the principal to amend any of the student's educational records to ensure that they are accurate, not misleading or otherwise in violation of the student's privacy or other rights. The request should identify the part of the record they want changed and specify why it should be changed. If the school denies the request to amend the record, the parent or eligible student may request a hearing regarding the request for amendment. For additional guidance please refer to Board Policy JO/IGBAB-AR.

- To make a written request to the principal if they do not wish to have their directory information disclosed. If no written request is received, the district may disclose information deemed to be directory information in compliance with District policy.

Release of Directory Information
District Policy JOA

Current Oregon law allows the release of "Directory Information" of a student without prior permission from the student's parent or guardian (or the student, if 18 years of age or older). If the parent or guardian (or student if 18 years of age or older) wishes to keep the information confidential, they must contact the school the student attends, in writing, within 15 days of this notice and direct the school to keep directory information confidential.

Directory information is information contained in a student education record which is not generally considered harmful or an invasion of privacy if released for use in local school publications, other media and for such other purposes as deemed appropriate by school administration. It is defined as the student's name, address, telephone listing, photograph, participation in officially recognized activities and sports, grade level, dates of enrollment, diploma, honors or awards received, most recent previous school or program attended. Directory information considered by the district to be detrimental will not be released. In order to protect student privacy, and to prevent unwanted solicitation of students and their families, the district will release either students' names or students' addresses. The district will not release names and addresses together, except in a health or safety emergency to law enforcement or other agencies as designated by law.

Disclosure of Information to Military Recruiters and Colleges

In accordance with the Elementary and Secondary Education Act of 1965 (ESEA), and with the district's desire to promote higher education, upon written request the district will release students' names, telephone numbers, and addresses to recruiters for the United States military and to colleges and other post-secondary educational institutions.

Parents who do not want information released on their students have the opportunity to decline during registration of their student at the beginning of each school year.

Other Information

Emergency Closures
Emergency School Closures and Delays

Student safety is a priority at Jefferson County School District 509J. We take careful precaution when inclement weather or other emergencies strike to ensure the safety of our students and their families. Decisions regarding inclement weather delays or school cancellations are typically made in the early morning, before school.

Once the decisions to delay and/or close have been made, that information is communicated to parents using the district phone auto-dialer, District website, social media and immediately through local media outlets.

Materials Distribution
District Policy KJA

Requests by individuals or groups to distribute pamphlets, booklets, fliers, brochures and other similar materials to students for classroom use or to take home shall be submitted to District administration for approval. Materials and the proposed method of distribution shall be subject to review. No solicitation shall occur during

instructional time. Requests for material distribution can be made to the superintendent's office or through building administrators or the principal.

Interscholastic Athletics
District Policy IGDJ

Jefferson County School District 509J is a member of the Oregon School Activities Association (OSAA). In all athletic matters, the board will adhere to the policies, rules and regulations of that body. All school athletes must be covered by medical insurance provided by a parent/guardian for the duration of the athletic activities in which they participate. Inform the school immediately should there be a change in insurance coverage. If you need to purchase student insurance, see the athletic office at your child's school.

Public Complaints
District Policy KL & KL-AR(1)

Any resident of the district or parent of a student attending District schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education.

Instructional Materials Complaints
District Policy IIA & IIA-AR

Complaints by students or parents regarding instructional materials should be directed first to the teacher or librarian, and then to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Request for Reconsideration of Library and/or Instructional Materials" form may be submitted to the principal.

A reconsideration committee, composed in accordance with Board policy, will review the material and forward a report with a recommendation to the superintendent for appropriate action. A copy of the committee's recommendation and justification will be forwarded to the complainant, and the final decision will be sent to all district administrators.

For more detailed information on this process, refer to district policy IIA/IIA-AR.

Annual Asbestos Notification

A Federal law titled "Asbestos Hazard Emergency Response Act (AHERA)" requires school Districts to inspect their buildings and develop plans for the management of asbestos-containing materials in their buildings. Jefferson County School District 509J completed the inspections and developed the management plans for buildings throughout the district.

Ongoing surveillance of the asbestos is carried out every six months. Asbestos materials are managed according to the plan in each building and which plans are available at each building for review during regular office hours. Any questions regarding this matter can be directed to the District Administration 541-475-6192, or the principal of the school.

Notice of Integrated Pest Management Plan

Oregon Revised Statutes Chapter 634.700-634.750 requires all Oregon public schools, kindergarten through community college, to implement Integrated Pest Management (IPM) practices. It is mandatory for each school facility to provide notice of pesticide application to students, families and the community. Application notices are posted at the site of application as well as the facility's website and District website. A list of potential pesticide products that could be used as well as procedures for pest emergencies can be found online on the district website at: District OPERATIONS

Equal Education Opportunity/Anti-Discrimination

Jefferson County School District 509J shall provide programs and activities based on equality for all students. No person shall on the basis of age, sex, sexual orientation, race, religion, color, national origin, disability, marital status, familial status, parental status, linguistic background, culture, socioeconomic status, capability or geographic location be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the Redmond School Board in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendment of 1972; section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Distinctions on the basis of age are permitted where district policy, statutes, regulatory agencies and the welfare of the child or other children dictate.

All Students Belong
District Policy ACB

Jefferson County School District 509J does not tolerate or condone racism of any kind and stands to support students, families and staff regardless of their race, color, national origin, gender, sexual orientation, disability, age or religion, and seeks to identify and eliminate cultural and institutional barriers that exist for our students and families. The district believes all students are entitled to a high-quality educational experience free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin. The district prohibits the use or display of any symbols of hate on school grounds or in any district- or school-sponsored program, service, school or activity funded in whole or in part by the state of Oregon, except in teaching curriculum aligned to state standards. Symbols of hate include the noose, swastika and confederate flag.

Notice of Non-Discrimination

Jefferson County School District 509J is committed to equal opportunity and nondiscrimination in all of its educational and employment activities. The district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, disability or age in its programs and activities and provides equal access to designated youth organizations in the Boy Scouts of America Equal Access Act.

The following individuals have been designated to handle inquiries regarding non-discrimination:
Director of Human Resources | 541-475-6192
Debi Brazelton: Dbrazelton@509j.net

District Title VI, Title IX, Age Discrimination & American Disabilities Act Contact:
Director of Human Resources | 541-475-6192
Debi Brazelton: Dbrazelton@509j.net

INFORMATION: ParentSquare Notifications

If schools are closed or delayed, the District will notify families through ParentSquare. Families should expect to receive an email, text, and phone call announcing the delay or closure.

Please make sure your contact information is up to date by checking with your child's school. This will ensure you receive timely updates on closures and/or delays.