Table Rock Elementary

Parent and Student Handbook



2026-2027

2830 Maple Court
White City, Oregon 97503

541-830-1350

Notice: full and complete legal notices are available online. See www.eaglepnt.k12.or.us and click on Parent/Student Legal Notices. Some of the legal notices in this handbook have been summarized in an effort to provide a user friendly format and availability in hard copy print.



Eagle Point School District 9 does not discriminate on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation[1], age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination act of 2008.

Eagle Point School District 9 does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to Eagle Point School District 9, Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Eagle Point School District 9 Title IX Coordinator is:

Jennifer Patterson-Durham
Director of Human Resources & Title IX Coordinator
Address: 11 North Royal Ave, Eagle Point, OR 97524
Email: pattersondurhamj@eaglepnt.k12.or.us
Phone: 541-830-6558

Eagle Point School District 9 nondiscrimination policy (Board Policy AC - Nondiscrimination) and complaint procedures (Board Policy AC-AR - Discrimination Complaint Procedure) can be located on the district website at https://policy.osba.org/eaglept/index.asp. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the Title IX webpage at https://www.eaglepnt.k12.or.us/domain/263.

Inquiries about Title IX may be referred to the district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The following have been designated by the district:

- Jennifer Durham-Patterson, HR Director/Title IX Coordinator/Civil Rights Coordinator, 541-830-6609, pattersondurhamj@eaglepnt.k12.or.us
- Valerie Shehorn, Director of Teaching and Learning/Section 504 of the Rehabilitation Act of 1973 Coordinator, 541-830-6565, cordleshehornv@eaglepnt.k12.or.us
- Title II of the Americans with Disabilities Act of 1990 Coordinator, Amy Isakson, 541-830-6206, isaksona@eaglepnt.k12.or.us

Continuous Notice of Non-Discrimination

Eagle Point School District prohibits discrimination and harassment on any basis protected by law, including but not limited to **age, citizenship status, color, disability, gender identity, immigration status, marital status, national origin, race, religion, sex, or sexual orientation** in any of its education programs, career and technical education (CTE) opportunities, or employment practices.

Lack of English language skills will not be a barrier to admission and participation in Career and Technical Education programs.

The following staff have been designated to coordinate compliance Americans with Americans Disabilities Act, Title IX of the Education Amendments and Civil Rights Coordinator

Jennifer Patterson-Durham, Title II, Title IX, and Civil Rights Coordinator

11 North Royal Ave. Eagle Point

(541) 830-6558

pattersondurhamj@eaglepnt.k12.or.us

The following staff have been designated to coordinate compliance with Section 504 of the Rehabilitation Act:

Valerie Cordle-Sherhorn, Director of Teaching and Learning, and Special Services

11 N Royal Ave Eagle Point, OR

541-830-6565

cordleshehornv@eaglepnt.k12.or.us

See Policy AC Nondiscrimination and Policy AC-AR Complaints and Procedure. Complaints and/or inquiries may be directed to the appropriate Coordinator as listed below, and/or may be referred to the U.S. Department of Education Office for Civil Rights (OCR).

The district's nondiscrimination policy and grievance procedures can be located at www.eaglepnt.k12.or.us

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

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

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GENERAL SCHOOL INFORMATION

Our School's Name is: **Table Rock Elementary,** also referred to as **"TRE"**.



School Phone:	(541) 830-1350
Attendance Line:	**(541) 830-6291**
School Fax:	(541) 830-6307
District Website:	www.eaglepnt.k12.or.us
School Website:	www.eaglepnt.k12.or.us/Domain/15
E-mail:	marksc@eaglepnt.k12.or.us
Front Office Hours:	Monday through Friday, 7:15 AM – 3:00 PM

Our school enrollment is approximately 650 children; Kindergarten through Grade 5.





Our school mascot is the: **Tiger,** also referred to as **"Tre".**

Our school colors are: **Purple and Black**

Table Rock Elementary School is part of Eagle Point School District 9, which spans 640 square miles and includes the communities of Eagle Point, Lake Creek, Shady Cove, Trail, and White City.



Principal: Hollie Donarski , 541-830-6296

Assistant Principal: Tena Barrett 541-830-6304

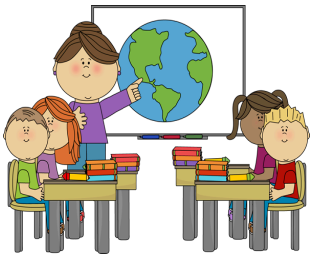
Principal's Admin. Assistant: Carrie Marks, 541-830-6296

Assist. Principal's Admin. Assistant: 541-830-6304

Front Office: Carla Quintero & Becky Rademacher, 541-830-1350

Instructional Coaches: Karisa Ritchie & Monica Ruf 541-830-6316

Please use this link to access the District Calendar



Student Instructional Hours:

Monday, Tuesday, Thursday, Friday: 7:45 AM – 2:30 PM (Tardy bell rings at 7:45AM) **Drop off: 7:20-7:45AM**

Wednesday: 8:45 AM - 2:30 PM (Tardy bell rings at 8:45 AM) **Drop off: 8:20-8:45 AM**

Messages and Phone Calls

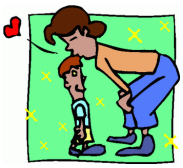
Each classroom is equipped with a telephone for emergencies. We make every effort to prevent classroom interruptions. Student messages will be given to classrooms at the end of the day before 2:00 PM. Other messages can be left on a teacher's voice mail.



Changes in school-to-home transportation, etc. should be pre-arranged.

Please DO NOT call and report a student absence to the student's teacher. For your child's safety, all of these calls should be made to the school office, 541-830-1350.

Call the office to leave "after school instructions," 541-830-1350. If we do not receive a call to change "after school" instructions prior to **2:00 PM (30 min. prior to release time)**, we cannot guarantee the child will get the message and we will instruct the child to follow the "usual" arrangements.



Dropping Off Your Student in the Morning

The front of our buildings will be the "Kiss and Go" area. Student entrance doors are unlocked and students may be dropped off beginning at **7:20 (8:20 on Wednesdays).** The cafeteria will begin serving breakfast at 7:20 (8:20 on Wednesdays). Students will remain in the cafeteria or the gym until the first bell rings at 7:40 at which time students will move to their class lines. School starts at 7:45 - students not in class by 7:45 will need to check into the office for a tardy pass (one hour later on Weds.)

Monday Mail Folders and Information

In an effort to better communicate with families, all important notices and information from school will be sent home on Mondays in your child's Monday Mail folder. Please check your child's backpack on Mondays for this information. Return the folder on Tuesdays.

Important announcements, calendar events, and other important information can be found on our school website: Table Rock Elementary School / Homepage

Bicycles/Scooters/Roller Blades/Roller Skates/Skateboards at School



Students are encouraged to walk or ride their bike to and from school. For student safety, all bicycles and scooters are parked at the bicycle racks. Students are to walk their bikes and scooters to and from the bike racks once they enter the campus. Bike and scooter riding, skateboarding, rollerblading and roller skating are not allowed on the playground or in the school building. We cannot assume responsibility for damaged or stolen bicycles, scooters, skateboards, rollerblades and roller skates. Students should always ride on the right side of the street and obey all traffic signs. **Bike helmets are required per state law. Students will lose the privilege of riding a bike or scooter to school for failure to comply with these rules of safety and responsibility.**



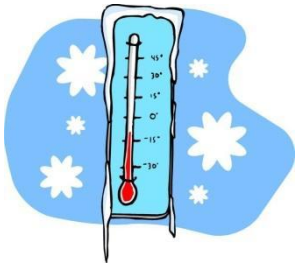
We reserve the right to impound a student's bicycle (or skateboard, scooter, roller blades or roller skates) for failure to obey the above expectations. The student's parent or guardian will need to make arrangements with the school office to retrieve impounded items.

Extreme Weather

Extreme weather or other emergency conditions may cause school to be canceled or to operate on a different schedule than usual. If a decision is made to cancel school or to change the starting time or to dismiss early due to extreme weather or other emergency conditions, notification will be posted on our Facebook page and school website. In addition, the following radio and TV stations will be asked to announce the decision:

***Radio*:**
KCMX KBOY KMED KCNA/KROG/KRTA
KSOR KTMT KRRM KLDR/KAJO
KAKT KYJC KZZE
KAPL KDOV KRWQ

***Television*:**
KDRV(12)
KOBI(5)
KTVL(10)
KMVU(26)



To be prepared, have childcare arrangements pre-planned. Staff will not be available at school to provide childcare—for their safety, they will be sent home too. Be certain our office staff has a working telephone number so you can receive a message in case of an emergency early dismissal.
If we have an early dismissal, children will be sent to their usual after school destination. Every effort will be made to contact you via phone. If you want us to send your child to a different destination, please be certain we have that information on file.

Emergencies at School

Table Rock Elementary is a safe school. Every precaution is made to keep children and adults safe. Fire drills are practiced monthly. Earthquake drills and drills for other emergency situations (Safety Drill) are also practiced regularly. If there were an emergency at school, the District Office would be the contact for information regarding the matter. The telephone number is 541-830-6551. It would be important to keep the school lines clear for emergency personnel access.

Lost and Found



Every year, coats, hats, gloves, sweatshirts and other personal items are left unclaimed by students. Permanently marking your child's clothing will assist us in finding the owner. You may check the Lost and Found at any time. Lost and Found items are bagged up and donated to local shelters quarterly.

Toys at School

Please help your child keep toys at home. Toys from home are a distraction in the classroom and disrupt student learning. As well, we cannot be responsible for toys that might get lost, broken, traded, or stolen. Trading cards (e.g. Pokemon, Yugioh, and baseball cards, etc.) are prohibited at school. Toys from home are not needed on the playground. Students are prohibited from selling or purchasing items from other students while at school.





Personal Electronic Devices at School- compliance with Executive Order 25-09

Personal electronic devices use during the instructional school day is prohibited by Executive Order 25-09. All personal electronics shall remain silent and in a child's backpack during school hours. Personal electronic devices are defined as: those that can make and receive calls or text messages or can access the internet independently of a school's network. This includes devices such as cell phones, smartphones, smartwatches, and other portable, internet-enabled devices capable of texting, calling, or accessing the internet independently. As with toys, we cannot be responsible for cell phones and other electronics that might get lost, broken or stolen. Smart watches can have the location turned on, but all other functions must be disabled (ie- making phone calls, texts or accessing the internet) during school hours.
Draft: District contract for PEDS.

District K - 5 Electronic Devices Policy

Electronic Devices on Campus

Personal Electronic Devices (PEDs)—including but not limited to cell phones, tablets, earbuds, and smartwatches—are targets for theft. If you bring a PED to school, you do so at your own risk. The school is **not** responsible for lost or stolen items.

In compliance with the State of Oregon Executive Order and out of respect for the learning environment:

- PEDs must be **turned off** and stored in a locker or backpack **from the start-of-day bell until the end-of-day bell**.
- PEDs may **not** be stored on your person (excluding backpacks) during the school day.
- Parents/guardians who need to contact a student during the school day should call the school office to leave a message.

PEDs may be used **before** and **after** school. Contract in English Letter in Spanish

Parent Teacher Organization (PTO)

Did you know that Table Rock has a parent group? They are responsible for many of the activities at our school! They meet once a month. The PTO is a dedicated group of parents who truly make a difference at school. Please call or come to a meeting. There are lots of little things you can do that help the parent club and only take a small amount of your time! If you are interested, please email them for more information:

Soda Pop, Energy Drinks, Gum, Candy at School

For your child's health and safety, we request that you do not send soda pop, energy drinks, gum, or candy to school with your child. Gum/candy will damage the floor; gum is not allowed on campus. As well, soda pop and other carbonated beverages get shaken up, inadvertently, and make a sticky mess when opened. Your classroom teacher will inform you about appropriate snacks and lunch items.



Gifts/Animals at School

Although birthday gifts are fun to receive, they are disruptive to the learning environment. Please save these gifts at home. If delivered to school, the student may be asked to pick them up in the office at the end of the day. Also, if the gifts are given at school, there should be something for everyone. (e.g. valentines, birthday invitations). Please make prior arrangements with your child's teacher if you would like to bring an animal to school, it must fit into the learning curriculum, and must be approved by the principal. All animals must be contained, leashed and accompanied by an adult while at school. We discourage bringing animals on campus.

Annual Fundraiser



TRE students may participate in grade level fundraisers this year, depending on the grade level team projects. Students will collect pledges for the fundraiser event and the money they collect will be used by their class for field trips, special assemblies, program celebrations, etc. Families will be notified in advance by classroom teachers when a fundraiser is planned and what project will be completed with the money raised. Students are not to go door to door to fundraise – this is unsafe.

ParentVUE

District 9 provides a unique opportunity for parents/guardians to view their student's school information via the internet. *ParentVUE* is a convenient home-to-school collaboration tool that allows parents to enhance their involvement by keeping track of their student's attendance, grades, schedules, assignments, immunization and more!

Parents or guardians are able to view their student's information through the *ParentVUE* web site after they have registered with the school and received a user ID and password.

To access *ParentVUE* information, go online to the district website at www.eaglepnt.k12.or.us. Click on the *"ParentVUE"* button near the top of the page. Follow the directions to log-on.

School Library



Students are invited to check out books from the school's library. When checking out books, it is the child's responsibility to return the books next week. Please assist us in teaching your child how important it is that books are returned in good condition and in a timely manner. You will be charged a replacement fee for lost library books. This price covers the cost of the lost book, processing and shipping and handling.

IMMIGRATION ENFORCEMENT

The Eagle Point School District 9 Board of Directors is currently in the adoption process of Policy KNA Immigration Enforcement on District Property. Once the policy is adopted it will be published out to staff, parents and the community via the EPSD9 website and typical communication platforms.

STUDENT BEHAVIOR EXPECTATIONS

Table Rock Elementary Student Expectations:

In EPSD9 and at TRE, we expect students to:

- Be Safe
- Be Respectful
- Be Responsible

TRE Positive Expectation Matrix 2025-2026

	Be Safe	Be Respectful	Be Responsible
Everywhere All The Time	-Keep bodies to self -Use materials properly	-Treat people and property with care -Eyes on speaker with listening ears -Follow adult instructions -Speak to all persons politely and with care	-Be ready to learn -Ask permission to leave your space -Clean up after yourself -Be your best!
In The Hallways	-Keep bodies to self -Maintain Physical Distance -Walk at all times -Students walk facing forward	-Walk at all times -Quiet feet, quiet mouth	-Have adult permission to be in the hallway -Ask to go and only go there
In The Cafeteria	-Keep bodies to self -Maintain physical distance -Eat your own food -Walk at all times	-Wait your turn -Quiet voices -Leave utensils and food in cafeteria	-Clean up after yourself -Ask permission to leave seat -Get what you need before sitting down
In The Bathroom	-Keep bodies to self -Maintain physical distance -Keep feet on the floor unless sitting -Walk in and out	-Shut the door -Respect privacy of others -Wait your turn -Flush the toilet -Use soft voices	-Do your business and leave -Wash your hands with soap and water -Dry your hands -Keep area clean -Report messes to nearest adult
In the Front Office	-Keep bodies to self -Maintain physical distance -Use furniture appropriately	-Use quiet voices and feet -Speak politely to all persons in the office	-Care for office materials
At Recess	-Keep bodies to self -Maintain physical distance -Follow playground procedures -Wait your turn	-Take turns & include others -Have a good attitude -Ask permission to play -Treat people and property with care -Listen to the adults on duty	-Ask permission to leave the playground -Return equipment at the end of recess -Find another activity if needed
In Assemblies	-Keep hands, feet to self -Maintain physical distance -Empty hands -Follow your teacher	-Eyes on speaker -Voices off -Sit so others can see -Clap politely	-Enter and exit quietly -Sit quietly -Follow directions during assembly
In Fire/Safety Drills	-Walk -Stay calm -Voices off -Follow adult with eyes and feet	-Exit one person at a time -Listen to the adult in charge and follow directions	-Stay close to classmates
Devices/ Technology Tools	-Stay on appropriate websites/apps -Follow device care expectations -Report anything inappropriate to an adult	-Use as a learning tool -Stay on educational apps/sites during class time -Devices will not record voice, video, or pictures unless by teacher permission (ie- for a class assignment)	-Keep passwords confidential -Follow adult directions -Practice digital citizenship -Only use when given permission

These expectations are taught deliberately throughout the school year. Teachers may also be teaching a violence prevention/social skills program. The emphasis is to help students develop problem solving skills.

When a student violates a rule, the first offense generally results in a warning with instruction to prevent a recurrence. The next offense may result in a “time out/detention.” We also teach students how to positively resolve personal conflict. Parent calls and conferences are made when students continually choose to disregard the school standards.

TRE expects student conduct to contribute to a productive learning climate. Students shall comply with the school's rules and district's policies, administrative regulations, school and classroom written rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct

themselves in an orderly manner during the school day and during school sponsored activities. This code of conduct also applies to students as pedestrians or bicyclists on their way to and from school.

The administration will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying, cyberbullying and teen dating violence. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated or bullied or has knowledge of any student being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the principal. This report may be made anonymously. A student may also report concerns to a teacher who will be responsible for notifying the appropriate district official.

It is easiest for children to learn when they feel safe and secure. This is the environment we try to provide at TRE. **Bullying, violent and/or threatening behavior will not be tolerated.**

Student Code of Conduct

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

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

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence[, as prohibited by Board policy JFCF – [Hazing,]Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen Dating Violence or Domestic Violence - Student, and accompanying administrative regulation];
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm [as prohibited by Board policy JFCM - Threats of Violence];
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing, or using a weapon [as prohibited by Board policy JFCJ - Weapons in Schools];



8. Vandalism, malicious mischief, and theft, [as prohibited by Board policies ECAB – Vandalism, Malicious Mischief, or Theft and JFCB - Care of District Property by Students] including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
9. Sexual harassment [as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation];
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia [as prohibited by Board policy(ies) [JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems];
11. Use or display of profane of obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;

14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school, or classroom rules.]

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

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

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.

Refer to School Board Policy JFC Student Conduct

Damage to District Property



A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. If the amount due is not paid the amount will become a debt owed and the district may impose certain restrictions and/or penalties until fees, fines or damages are paid.

Weapons at School



Students shall not bring, possess, conceal or use a weapon and or toys that look like a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education. If a child brings a dangerous weapon or a weapon "look-alike" to school, a parent will be called immediately.

"Dangerous weapon" is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury. Violation of this Oregon State law may result in expulsion from school and the Federal Gun Free Zone Act.

Possession or discharge of a firearm in a school zone is prohibited. A school zone as defined by federal law means in or on school grounds or within one thousand feet of school grounds.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year.
Refer to Board Policy JFCJ Weapons in the Schools

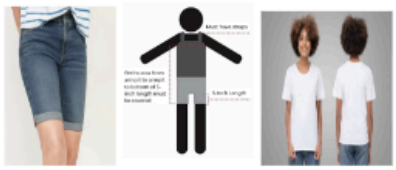
Dress Code (in Spanish): *May be subject to change*

EAGLE POINT

SCHOOL DISTRICT 9

Every Student - Every Class - Every Day!

September 5, 2024

EPSD 9 Dress Code Policy Statement	Acceptable	Unacceptable
All clothing should cover underpants, midriffs, buttocks and cleavage. See-through garments must be worn with appropriate coverage underneath that meet the minimum requirement of dress code.		
All students must wear shoes at all times and should be safe for the school environment. Shoes with attached wheels (Example: "Heelys") are not allowed at school.		
Clothing must cover areas from one armpit across to the other armpit and cover both the front and back of the torso. Shorts must be down to approximately 5 inches in length on the upper thighs measured from the crease of the groin.Tops must have shoulder straps.		
Headgear including hats, hoods, bandanas, ski mask and caps are not allowed on campus unless permitted for religious, medical, safety, or other reasons approved by school admin. Beanies are allowed in cold weather on playground areas. Sunglasses may not be worn inside the building.		
Any disruptive or distracting mode of clothing or appearance that substantially and adversely impacts the educational process is not acceptable. This includes, but is not limited to, material relating to drugs, alcohol, profanity, obscenity, nudity, racism, violent or criminal themes and gang activity.		

* The administration at each school reserves the right to determine what constitutes appropriate dress and determine appropriate health reasons. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

In Addition:

- Students may not bring or apply make-up at school. Cologne and perfume should also stay at home.
- Students should wear appropriate jackets, sweatshirts and shoes for inclement weather.
- Dressing in layers allows for comfortable weather changes throughout the day. Please be sure to label your child's clothing.
- Students should wear comfortable clothing that will allow them to participate in school activities.
- Student shoes should be appropriate for playground play and please note your child's PE schedule in order to send your child to school with the appropriate footwear for PE activities. Flip flops, platform sandals, or high heels are not safe footwear at school and are highly discouraged.
- All students must wear shoes at all times to school. Shoes with attached wheels (Example: "Heelys") are not allowed at school.

Bullying Behavior

Bullying Behavior will not be tolerated at TRE. The intent of the person "doing the bullying" makes no difference whatsoever. The person on the receiving end is the one who decides whether the behavior is offensive.

Bullying is…

- any **ongoing** physical or verbal mistreatment
- a deliberate attempt to make someone feel uncomfortable or unhappy
- an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more other students
- a **conscious desire** to hurt, threaten or intimidate someone physically, verbally or psychologically

Behaviors Associated with Bullying…



- offensive name-calling
- aggressive personal contact
- threats (verbal or written)
- intimidating body language
- damage, destruction or theft of property
- invading physical space
- intentional, continual noise-making
- intentional exclusion
- 'nasty looks'
- put downs
- teasing
- excluding someone from group or game
- physically hurting someone
- discrimination based on a person being different in some way

How to handle children who bully you…

- avoid them
- walk away
- never find yourself alone with them
- stay in sight of an adult
- be firm and strong even if you don't feel like it
- look them straight in the eye and stand up tall
- tell them to stop and walk away

- ignore them
- pretend you did not hear the comment
- find a friend
- play with friendly children
- don't fight back physically (it just gets you in trouble too)
- tell your teacher, the playground supervisor, principal, bus driver

Parents, if your child is being bullied…

- listen carefully to your child
- assure your child that it is not his or her fault
- stay calm
- get accurate details
- give your child some strategies to cope
- help your child to be proud of how they are unique
- if the problem persists, seek assistance from your child's teacher
- if the problem continues, seek support from the school principal

If your child is bullying others…

- find out all the facts from the school
- talk to your child, but do not blame
- emphasize that bullying is not acceptable in your family
- role-play alternative behaviors
- seek assistance from school or health professionals
- be specific regarding consequences for continuing unacceptable behaviors
- reward appropriate behavior

Consequences of Bullying at TRE

First Offense:

- Time out in school functions (e.g: assemblies, field trips, recesses, sports, etc.)
- Parents notified by telephone or letter

Repeated Offenses:

- Referral to school office
- Parent Conference
- Loss of privilege
- In-school suspension
- Referral to law enforcement

Discipline – Due Process

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrator. The district's disciplinary options include using one or more discipline management techniques, including counseling by teachers, counselors and administrators; detention, suspension; expulsion, loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses, teen dating violence or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

Off-Campus Student Behavior
Eagle Point School District 9 is not responsible for the conduct or control of students who are not on school property or are not at a District-sponsored event under the care and management of District representatives. The District will not supervise students off-campus nor will the District be responsible for any student behavior or conduct once the student has removed him/herself from District property and/or the oversight of District representatives at a District-sponsored event.

However, if a student's off-campus behavior or actions impacts or interferes with the educational environment and/or safety on campus, or if there is a nexus between a student's off-campus behavior or actions and their conduct and compliance with school rules on campus, then the student may be disciplined in accordance with the disciplinary code set forth in the student handbook. For example, off-campus bullying or harassment may be disciplinable if, as a result, a hostile educational environment is created on campus.

These provisions in no way limit the scope of the decisions or actions the District may deem in good faith necessary to take to maintain a safe and secure environment on school property.

Detention
A student may receive lunch/recess detention or be detained outside of school hours on one or more days if the student violates the Student Code of Conduct. Parents/guardians will always be notified.

Discipline of Students with Disabilities
When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students. If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

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



Suspension The use of out-of-school suspension or expulsion for discipline is limited to:

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law. When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

Refer to School Board Policy JG Student Discipline; Refer to School Board Policy JGE for expulsion information

Please refer to our EPSD9 Behavior Definition Matrix: en español

2026-27 EPSD9 Behavior Definitions Matrix					
THIS CONTINUUM IS TO BE USED AS A GUIDE. CIRCUMSTANCES WILL BE TAKEN INTO CONSIDERATION. ADMINISTRATION HAS THE FINAL DETERMINATION. Decision Rules regarding consequences & interventions are based on FREQUENCY, DURATION & INTENSITY.					
IMPORTANT: Any staff member who writes a discipline referral for a student, keeps a student in during recess, removes a student from any privilege, or takes similar action is responsible for making a phone call home to inform the parent. Staff are responsible for contacting the parent regarding any resulting consequences.					
Discipline Continuum	**Staff Handled Infractions**		**Major Referral**		
	Classroom Management	**Minor Referral**			
	Student conference. Reteach. Classroom Conseq	Submit Minor referral **AND** contact parent. Assign consequence	Investigate, document, contact parents, assign consequences, and notate interventions. Refer to Progressive Discipline Matrix		
Defiance	Poor attitude/ non-compliance/not working or participating in class	Back talking, rude comments or actions, arguing, failure to serve detention/ continued refusal to work in class	Willful refusal to follow directions, persistent arguing, refusal to serve detention, refusal to leave classroom/not working in class after repeated request	Continued refusal to follow directions	Law Enforcement may be contacted if disruption of the learning environment continues
Disrespect	Socially rude; includes spitting on ground	Low intensity to adults & students; includes unintentionally spitting on someone	Willful disrespect; intentionally spits at or on student or staff	Elevated oppositional lack of respect; talking back, and/or ignoring adult requests; repeated sptitting at or on someone	Repeated offense after repeated instruction becomes Major defiance
Disruptions	Talks out, off task, interrupting	Continual interruptions, distracting others	Disrupting other classes or Student Success Room	Disruptive during ISS	
Dress Code Violation	Attire that is not in line with dress code - unintentional	Attire that is not in line with dress code policy	Repeated wearing of attire that is not in line with dress code policy, refer to defiance		
Indecent Exposure	Naive removal/lifting of clothing	Urinating on school grounds outside of designated space (not intentional exposure)	Student removing/lifting clothing briefly in flirtations or provocative manner	Full defiant exposure of private area	Repeated intentional exposure despite reteaching and redirection
False Statements or Reporting	Student delivers message that is untrue	Repeated false statements or reports	Student deliberately delivers message that is untrue	False statements that allows self or others to avoid significant consequences after further investigation by staff	False statements that results in a crime to be referred to School Resource Officer or Deputy for further investigation - including false accusations against students/staff that have been investigated and

					proven unsubstantiated
Forgery/ Plagiarism/ Cheating (teacher must provide all evidence)	Reteach for naive offense	Repeated behavior or minor classroom/item/assignment/assessment	Behavior that is dishonest in order to gain an advantage in either classroom assignment and/or competition (includes AI generated work)	Forgery, plagiarism - to use with/without owners knowledge or permission (including AI generated work)	
Gang Affiliation	Wearing clothing, flashing gang signs, student unaware of meaning	Repeatedly wearing clothing, flashing gang signs, student unaware of meaning (use of gang contract introduced)	Wearing clothing, displaying gang pictures, displaying gang signs, violation of gang contract	Uses gang clothing, signs, pictures to intimidate others, tagging, violation of gang contract	Gang Contract - Law Enforcement contacted
Harassment - Gender removed the word "identity" here	Naive comments related to gender of student	Derogatory gender based comment, cyber, electronic, continuous comments	Harassment based on gender; gender based belittling or patronizing comments, derogatory gender specific nicknames, hate speech directed at individual	Threats of violence based upon race (threat assessment likely to occur), escalated and ongoing/targeted imbalance of power, hate speech directed at individual, repeated prejudice or repeated hate speech	Gender based attacks (threat assessment likely to occur), Vocal and/or visual confrontation that obsessively disrupts the learning environment where bias is the root cause
Harassment - Bullying	Naive comments that may be inappropriate or insensitive	Unwanted, ongoing aggressive behavior among school aged children that involves a real or perceived power imbalance	Repeated abuse, harassment-cruel, thoughtless hurtful comments, cyber, electronic, intimidation		
Harassment - Racial	Naive use of racist terms	Derogatory racially based comment, cyber, electronic, continuous comments	Hate speech, abusive or threatening speech either verbal or written that expresses a prejudice	Threats of violence based upon race (threat assessment likely to occur), Escalated and ongoing/targeted imbalance of power, hate speech directed at individual, repeated prejudice or repeated hate speech	Race based attacks (threat assessment likely to occur), Vocal and/or visual confrontation that obsessively disrupts the learning environment where bias is the root cause
Harassment - Religious	Naive use of anti-religious terms	Derogatory religious based comment, cyber, electronic, continuous comments	Harassment based on religion; religious-based belittling or patronizing comments, derogatory religious specific nicknames, hate speech directed at individual	Threats of violence based upon religion (threat assessment likely to occur), Escalated and ongoing/targeted imbalance of power, repeated prejudice or repeated hate speech	Religious based attacks (threat assessment likely to occur), Vocal and/or visual confrontation that obsessively disrupts the learning environment where bias is the root cause

Harassment - Sexual	Naive sexual comments, boyfriend/girlfriend inappropriate mild comments	Using sexual words or talking about someone's body in a way that is mean, inappropriate, or makes others uncomfortable	Obscene gestures, cyber, electronic, unzipping or pulling down pants (self or others), inappropriate touching or kissing, sharing pictures/drawings of a sexual nature, hate speech directed at individual	Repeated sexual content, behaviors viewed as sexual harassment. Police involvement likely to occur, escalated and ongoing/targeted imbalance of power	Touching another person sexually. Exposing privates. Police involvement likely to occur. Vocal and/or visual confrontation that obsessively disrupts the learning environment where bias is the root cause
Harassment - Verbal Threats	Impulsive or naive statements	Derogatory verbal threats based comment, cyber, electronic, continuous comments	Knowingly and willfully making threats of harm to others or to cause property damage that invoke fear (may do a threat assessment)	Elevated level of concern where intent to harm is perceived or evident (School Psychologist and/or law enforcement may be involved), Escalated and ongoing/targeted imbalance of power	School Psychologist and law enforcement will conduct threat assessment protocol for level 2 threat team. Vocal and/or visual confrontation that obsessively disrupts the learning environment where bias is the root cause
Public Display of Affection	Inappropriate touching	Repeated inappropriate touching	Continued inappropriate touching		Sexual activity
Inappropriate or Abusive Language or Gestures	Mild language, for example: shut up, name calling	Repeated Disrespectful language - minor	Excessive swearing, abusive language, or gestures, directed to staff or others		See harassment & bullying columns
Personal Electronic Devices (PED)	In possession of a personal electronic device - first incident	In possession of a personal electronic device - 2nd and 3rd incident	Repeated defiant possession of a personal electronic device		
Physical Aggression			Student engages in actions involving serious physical contact, throwing object out of anger or the potential intent to harm	Repeated problems or causes injury, hitting, kicking	Physical aggression that results in serious injury
Physical Contact	Not keeping hands, feet, and objects to self, horseplay, inappropriate touching with intent	Repeated horseplay, pushing, shoving, kicking	Continued physical contact that results in injury. Continued or excessive. repetitive inappropriate touching with intent	Refer to physical aggression	
Property Misuse	Inappropriate use of an object, throwing object	Unsafe use of an object, throwing objects at others, inappropriate objects at school	Entering unauthorized area (or see Vandalism/Damage)		
Skip / Cutting Class / Eloping	Loitering on the way back from other school-wide area when student has a pass	Returns late from break or repeatedly late to class, skipping, leaves class without a pass	Students purposefully eluding staff/leaving school grounds - misuse of hall pass.		
Tardies	Arrives after the bell two or fewer times	Arrives after the bell five or more times	Repeated unexcused tardies, after contract and interventions. Refer to defiance		

Technology Electronics Violation	Naively or accidentally goes to inappropriate website or uses unacceptable search engine	Downloads information from an unauthorized website, no inappropriate content. Records other students, fights, etc., on a district iPad and does not turn over video to admins immediately	Repeatedly downloads or accesses inappropriate content. Records other students, fights, etc., on a district iPad and does not turn over video to admins immediately. Posts to social media with the intent to incite	Downloads inappropriate content from a website or causes breach of district network. Records other students, fights, etc., on a district iPad and does not turn over video to admins immediately. Posts to social media with the intent to incite	Uses school district technology to commit a crime - Law Enforcement involved
Theft	Naive taking something without permission	Repeated behavior. Theft of misplaced property. (lost and found - student can't pick something up off the ground and keep it)	Theft is the act of stealing. removing or taking someone else's personal property to deprive the rightful owner - this can include the involvement of an accomplice		Law Enforcement involvement
Vandalism/Damage	Refer to property misuse	Refer to property misuse	Deliberate destruction of school or personal property. Deliberate defacing property - deliberate tampering with devices		
NOTIFY SMT AND ADMIN IMMEDIATELY FOR INCIDENTS BELOW					
Arson			Intentional lighting of combustible materials		
Bomb Threat			Delivering a message of possible explosive materials, in possession of possible combustibles and/or bomb paraphernalia; intentional false alarm		Law Enforcement involvement
Combustibles			possession of matches/lighter, ammunition, failure to self report	Displaying lighter or combustibles to peers or threat of use	Damage to property due to matchers, lighters (If necessary, involve Law Enforcement)
Intoxicants: Drugs, Alcohol, Tobacco, Nicotine, and Vaping (including use, possession, sale or providing)			Use/possession/under the influence of (follow Board Policy)		Distribution or intent to distribute - Law Enforcement involved
False Alarm			Pulling fire alarm or making false alarm		
Fighting or Assault			Mutual participation involving physical violence hitting, kicking, choking, scratching, biting, other types of attacks	Premeditated act of violence involving hitting, kicking, choking, scratching, biting, or other attacks	Law Enforcement will be contacted for assistance
Threat of Violence			Threat to harm or kill. Follow board policy and complete Threat Assessment *(Call the police for any threats involving deadly weapon, threats to harm or kill or for anything that has the potential to escalate on social media and police will get phone calls about.)*		
Weapons/Knife			Student shares with a peer that they have a dangerous object - failure to self report	In possession, transports, or uses a knife, firearm, *toxic material, or replica - use of any object in a dangerous way	Risk Assessment & Law Enforcement involved

Note: This is a recommended guideline for most discipline situations. Some incidents may result in an out of school suspension the first time, and there may be repeated in-school suspension, as necessary. We will investigate any situation that poses harm to any one of our students or staff.

Any student who has received an out of school suspension must have a re-entry meeting to discuss expectations. A behavior contract may or may not be considered. A student with repeated out of school suspensions should be referred to a Tier Two team.

ALL ACTIONS TAKEN ARE AT THE DISCRETION OF ADMINISTRATION AND DISCIPLINARIAN DUE TO CIRCUMSTANCES AND PAST HISTORY.

Spitting	toward the ground	Not directed at a specific object or person	Student targets another student or staff	Student repeatedly spits on something in disrespectful manner.	Student repeatedly spits on another student or staff as part of defiant fit.
Tardies	Arrives after the bell two or fewer times	Arrives after the bell five or more times.	Repeated unexcused tardies, after contract and interventions. Refer to defiance		
Technology Electronics Violation	Naively or accidentally goes to inappropriate website or uses unacceptable search engine	Downloads information from an unauthorized website, no inappropriate content. Records other students, fights, etc., on a district iPad and does not turn over video to admins immediately.	Repeatedly downloads or accesses inappropriate content. Records other students, fights, etc., on a district iPad and does not turn over video to admins immediately. Posts to social media with the intent to incite	Downloads inappropriate content from a website or causes breach of district network. Records other students, fights, etc., on a district iPad and does not turn over video to admins immediately. Posts to social media with the intent to incite	Uses school district technology to commit a crime. Law Enforcement Involved.
Theft	Naive taking something without permission	Repeated behavior. Theft of misplaced property. (Lost and found, in other words, student can't pick something up off the ground and keep it)	Theft is the act of stealing. removing or taking someone else's personal property to deprive the rightful owner. This can include the involvement of an accomplice		Law Enforcement Involvement
Vandalism/Damage	Refer to property misuse	Refer to property misuse	Deliberate destruction of school or personal property. Deliberate defacing property. Deliberate tampering with devices		
NOTIFY SMT AND ADMIN IMMEDIATELY FOR INCIDENTS BELOW					
Arson			Intentional lighting of combustible materials		
Bomb Threat		Naive bomb threat	Delivering a message of possible explosive materials, in possession of possible combustibles and/or bomb paraphernalia; intentional false alarm		Law Enforcement involvement
Combustibles		Naïve possession of matches/combustible/ammunition - self report	Intentional possession of matches/lighter, ammunition, failure to self report	Displaying lighter or combustibles to peers or threat of use	Damage to property due to matchers, lighters (If necessary, involve Law Enforcement)
Intoxicants - Drugs, Alcohol, Tobacco, Nicotine, and Vaping Including Use, possession, sale or providing		Naïve possession of intoxicants - self report	Use/possession/under the influence of (Follow Board Policy)		Distribution or intent to distribute - Law Enforcement Involved
False Alarm	Passive Aggressive false alarm	Purposeful false alarm without intention	Purposefully pulling fire alarm or making false alarm with intention		
Fighting or Assault			Mutual participation involving physical violence hitting, kicking, choking, scratching, biting, other types of attacks.	Premeditated act of violence involving hitting, kicking, choking, scratching, biting, or other attacks	Law Enforcement will be contacted for assistance.
Threat of Violence	Refer to Harassment/Verbal threats	Refer to Harassment/Verbal threats	Threat to harm or kill. Follow board policy and complete Threat Assessment *Call the police for any threats involving guns, threats to harm or kill or for anything that has the potential to escalate on social media and police will get phone calls about.*		
Weapons/Knife		Naïve possession of pocket knife or similar - self report	Student shares with a peer that they have a dangerous object - failure to self report	In possession transports or uses a knife, firearm, or toxic material. Use of any object in a dangerous way. Replicas.	Risk Assessment & Law Enforcement involved

Note: This is a recommended guideline for most discipline situations. Some incidents may result in an out of school suspension the first time, and there may be repeated in-school suspension, as necessary. We will investigate any situation that poses harm to any one of our students or staff.

Any student who has received an out of school suspension must have a re-entry meeting to discuss expectations. A behavior contract may or may not be considered. A student with repeated out of school suspensions should be referred to a Tier Two team.

ADMINISTRATION HAS FINAL DETERMINATION.

and [EPSD9 Progressive Discipline Consequence Matrix](): [En español]()

2025-2026 EPSD9 Elementary School Progressive Discipline Matrix for Referrals			
Problem Area	**Developing Problem and/or Low Level of Intent** Disciplinary Action Could Include:Detention, Loss of Privilege, After School Detention,	**Continuing Problem and/or More Serious Situation** Disciplinary Action Could Include: Parent Student Conference, Loss of Privilege, Detention, In School or Out of School Suspension	**Unresponsive to Corrections and/or Severe Situation** Disciplinary Action Could include: In School or Out of School Suspension, or Expulsion
Arson			10 day suspension/possible expulsion
Bomb Threat	Detention, Loss of privilege.	2-3 day suspension	5-10 day suspension/possible expulsion
Bullying	Detention, Loss of privilege, parent conference	Detention,1-2 day suspension	3-5 day suspension
Combustibles including possession of Ammunition, Lighters, and/or Matches	Detention/Loss of privilege, 1-2 day suspension	3-5 day Suspension	10 day suspension/ possible expulsion
Defiance	Detention, Loss of privilege	Detention, Loss of privilege,	1-3 day suspension
Disrespect	Dentention, Loss of privilege	Detention, Loss of privilege	1-3 day suspension
Disruptions	Dentention, Loss of privilege	1-2 Day ISS	1-2 day suspension
Dress Code Violation	Phone call home	Parent Conference	1-2 day suspension
Drugs, Alcohol, Tobacco and Vaping Including Use or Possession		Up to 5 day suspension	Up to 10 day suspension/ possible expulsion
Drugs, Alcohol, Tobacco, Nicotine and Vaping: Sale or Providing			Up to 10 day suspension/ possible expulsion
Exposure	Verbal re-teach, Phone call home	Detention, Loss of privilege	1-3 day suspension
False Alarm. Mandatory to call the Fire Marshall to visit with the child if intentionally pulled. Call and inform Fire Marshall if accidental.	Detention Loss of privilege.	2-3 day suspension	5-10 day suspension/possible expulsion
False Statement or Report	Re-teach, Detention	Detention, Loss of privilege	1-3 day suspension
Fighting or Assault	1-2 day suspension	2-5 day suspension	Up to 10 day suspension/ possible expulsion
Forgery/Plagiarism/Cheating	Classroom Management	Loss of privilege, Detention	Up to 3 day suspension
Gang Affiliation Display	Verbal re-teach	Gang Contract	Law Enforcement
Harassment - all (see behavior definition matrix)	Detention, Loss of privilege, parent conference	1-2 day suspension	3-5 day suspension
Inappropriate Displays of Affection	Detention	Detention, Loss of privilege	1 day suspension
Inappropriate or Abusive Language	Detention	Detention, 1 day suspension	1-3 day suspension
Personal Electronic Devices (PED)	Lose of PED for the day; student picks up in the main office after school day.	Lose of PED and receives two-three days of detention (per district contract). Parent will be notified. Parent will pick up in the	Referred for defiance
Physical Aggression (Includes Horseplay and Pretend Fighting)		1-3 day suspension	3-5 day suspension
Physical Contact, inappropriate touching with intent.	Detention, Loss of privilege/recess	1-3 day suspension	3-5 day suspension
Property misuse/Damage	Loss of privilege, parent conference	1-2 day suspension	3-5 day suspension
Skip / Cutting Class / Eloping	Detention, Loss of privilege	Detention, parent conference	1-3 day suspension
Spitting	Loss of privilege	Detention, parent conference	1-3 day suspension
Tardies	Parent conference	Detention	Detention
Technology Electronic Violation	Loss of privilege, parent conference,	1-2 day suspension	2-5 day suspension
Theft	Loss of privilege, parent conference,	Detention	1-3 day suspension
Threat of Violence	Loss of privilege, parent conference, 1-2 day suspension	3 -5 day suspension	Up to 10 day suspension/ possible expulsion
Vandalism	Loss of privilege, parent conference,	1-2 day suspension / Restitution	3-5 day suspension / Restitution
Weapons/Knife. If the word "gun" is used in a threating context, contact the police for your building to do a home check			Refer to Board Policy
IMPORTANT: Any staff member who writes a discipline referral for a student, keeps a student in during recess, removes a student from any privilege, or takes similar action is responsible for making a phone call home to inform the parent. Disciplinarians are responsible for contacting the parent regarding any resulting consequences.			
POLICE INVOLVEMENT: Since these problems may also violate state law, school officials may need to notify the appropriate police authorities and in cases of major violations, may press charges. If the police authorities are notified, legal guardians will be contacted. Any action taken by police authorities will be in addition to action by the school.			
School officials, guided by district policies and procedures, will cooperate with police authorities during investigations.			
Administration has the discretion to utilize after school detention or in-school suspension in lieu of out of school suspension			
ALL ACTIONS TAKEN ARE AT THE DISCRETION OF ADMINISTRATION AND DISCIPLINARIAN DUE TO CIRCUMSTANCES AND PAST HISTORY.			
SEVERE CLAUSE: Administration may find it necessary to move directly to more extensive disciplinary action, such as the behavior contract depending on the severity of the offense. Accumulation of different types of offenses will also lead to more severe discipline and may require immediate suspension with recommended expulsion. * Violations of Alcohol and Tobacco policy will result in suspension from all school activities and athletic events for the same periods of time as the eligibility contract.			

Student Rights and Responsibilities

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

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

ATTENDANCE & ABSENCE

DISTRICT ATTENDANCE POLICY

Eagle Point School District 9's attendance policy was established and is enforced so all students may achieve their full potential by attending school regularly.

It is the intent of the School Board, school administration, and school staff at all school sites that all students have maximum opportunities for academic growth and achievement. Absenteeism affects student performance and reduces a student's opportunity for success both academically and in the workforce.

Eagle Point School District 9 supports the compulsory school attendance laws as set by the State of Oregon and recognizes that punctual, regular school attendance by students promotes academic achievement. As per state statute ORS 339.010, all children between the ages of 6 and 18 years who have not completed the 12th grade are required to attend school regularly unless otherwise exempted by law. Persons having control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to send the child to school and maintain the child in regular attendance during the entire school term.

Staff will monitor and report violations of the state compulsory attendance law. A citation for violation of ORS 339.035 may be issued.

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

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

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child may be a Class A violation.

A student's absence from school or class will be excused under the following circumstances:



Definitions:

Tardy: A student arriving after the bell rings

Excused Absence: *ORS 339.065*

- Personal illness
- Illness of an immediate family member when the student's presence at home is necessary.
- Emergency situations that require the student's absence.
- Field trips and school-approved activities.
- Medical (dental) appointments; confirmation of appointments are required.
- Pre-Arranged Absences

Pre-Arranged Absences: an absence that is arranged prior to the student's time away from school after deemed appropriate by the school's administrator and satisfactory arrangements have been made in advance of absence. (Pre-arranged/Extended Leave Absence forms are available in the front office.)

Unverified Absences: A student's absence was not verified by a parent/guardian as required. This includes:

- Not arriving at school as expected by parents and school authorities
- Arriving at school but not attending classes
- Leaving school without following the checkout procedure (must go to the front office first)
- Missing any part or all of a scheduled class without authorization
- Obtaining permission to go to a campus location but not reporting there
- Being absent from class for any reason other than those reasons specifically authorized

As a district, we understand that sometimes absences are outside of our control. As part of our Attendance Initiative, "Creating a Culture of Showing Up" we will generate letters of attendance concerns at the following intervals: **4, 7, 10 and 14 days of absences.** The intent of these communications is to create a proactive strategy to maximize student learning opportunities.

Student Absences

Your child may be absent if he/she:

- is sick – 100 degree or higher temperature, vomiting or diarrhea (contagious). When an illness lasts more than a couple of days, you should take them to the doctor or call the school nurse to obtain a doctor's note.
- is needed because of a family emergency (please call the school and let them know how long you expect to have your child out of school.) This does not include interpreting for other family members.
- has *live* lice – this must be taken care of quickly. Your child should not miss more than two (2) days of school. If you need help or advice, please call our school nurse or a public health nurse.
- if yoFur child visits any medical provider, please get a note from the provider and turn it in to the front office. These absences will be recorded as a "doctor's visit" and will not be counted in our Attendance Totals for Letters of Concern.

Your child may **NOT** miss school:

- for vacation.
- because he/she does not want to go to school.
- because he/she slept in.
- for having lice for an extended period.
- to provide care for younger or ill siblings/family members.
- due to lack of school supplies, clothes or alarm clock.
- because he/she is afraid to go to school.
- to go with you to interpret during school hours.
- because of a family emergency that took place a long time ago.
- because parents overslept; bring him/her to school immediately.

If you or your student needs assistance with resources to help find solutions, please contact our school.

Eagle Rock Elementary	(541) 830-1275
Hillside Elementary	(541) 830-1225
Lake Creek Learning Center	(541) 830-1540
Shady Cove Schools	(541) 878-1400
Table Rock Elementary	(541) 830-1350
Crater Lake Charter Academy	(541) 830-6661

Safety Calls

Table Rock Elementary shall contact a parent/guardian in the morning if a student is reported as absent by the teacher, but not by the parent. All absence notification by parent/guardians should be ahead of time and either in person, by telephone or another method identified in writing. This will help to alleviate unnecessary calls home. Our attendance call team will call home to ensure that students are accounted for on a daily basis.

Our administration is available to assist you and your child with the resources necessary to maintain regular school attendance.

Student Illness



When a child is not feeling well at school, he/she should tell a school adult (e.g. classroom teacher, playground supervisor). The adult will help the child make decisions about why they are feeling that way, e.g. hungry for lunch, too hot from playing on the playground, etc. If the child is not feeling better, he/she can go to the office for assistance.

At the office, the secretary will assist your child. When appropriate, a temperature will be taken. If the child has a temperature of 100° or above, a parent contact is made immediately and a parent or caregiver shall come and pick up the child. If the temperature is normal, a student may rest in the "Health Room" for a few minutes. If a child comes to the "Health Room" twice in the same day, a decision is sometimes made to call and discuss the ailment with the parent.

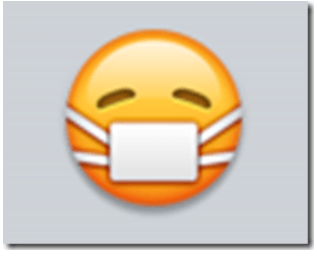
Parent contact will also be made anytime a child has sustained a significant head injury (e/g. fall), or if a significant bruise or other mark is apparent. The office personnel and many other school adults have been trained in general First Aid, but you will be called in the event of any serious injury. Please be sure we have current phone numbers on file in the office!



A common visit to the office from children is for lost teeth. When your child loses a tooth at school, we put it in a special tooth container and send it home.

Illness Guidelines

Here are some helpful guidelines in determining when a child may need to stay home because of illness:



- ☹ Student requires more care than the school staff can provide (We do **not** have a nurse on staff at school.)
- ☹ Illness or injury prevents student from participating in academic activities
- ☹ Fever greater than 100°
- ☹ Vomiting
- ☹ Stiff neck or headache with fever
- ☹ Any skin rash
- ☹ Behavior change: irritability, lethargy, sleepiness
- ☹ Jaundice (yellow color to the skin or eyes)
- ☹ Diarrhea: three watery (loose) stools per day with fever or if condition persists longer than three days
- ☹ Skin lesions that are "weepy" or pus filled
- ☹ Colored drainage from eyes, nose and/or ears
- ☹ Difficulty breathing

Immunization

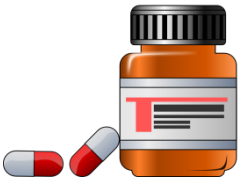


Every student must be fully immunized against certain diseases or must present a certificate or statement of Nonmedical Exemption stating the student is not immunized. ***Proof of immunization*** may be personal records from a licensed physician or public health clinic.

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

Administering Medication at School

Students may be permitted to take prescription or nonprescription medication, and/or self-medicate at school, at school sponsored activities under the supervision of school personnel, and in transit to or from school or school-sponsored activities.



When medication MUST be given at school, it must be personally delivered and picked up by the parent and accompanied by written authorization, using the District 9 Medication Form. The medication must be in its original container with instructions for administration (time and dosage).

The office staff can administer Over-the-Counter medication (including Tylenol, cough drops, Calamine Lotion, etc.) to your child **ONLY** if you provide the medication in its original container and have a District 9 Medication Form signed by you on file in the school office for administration on an "as needed" basis.

Asthma inhalers are stored in the office in their original prescription boxes. Backpacks and pockets are not safe places for medications at school.

In situations when a licensed healthcare professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law *(OAR 851-047-0030)*.

A process shall be established by which, upon parent written request, a backup prescribed auto injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

Head Lice



Head lice are a common problem in schools and are highly communicable. A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel. School personnel will notify the parent or guardian of a student found with head lice and may provide information on treatment. The student will be allowed to remain in school. Suggested school measures for head lice provided in Communicable Disease Guidance for Schools issued by the Oregon Department of Education and Oregon Health Authority will be consulted. Complete treatment and removal helps prevent spreading.

CONCUSSIONS AND TRAUMATIC BRAIN INJURIES

Upon receipt of written notification from a parent or guardian that a student has been diagnosed with a concussion or other brain injury by a health care professional and that accommodations are being requested, the district shall follow all procedures developed by the Oregon Department of Education (ODE) to develop and implement an immediate and temporary accommodation plan. Written notice is not required for the district to begin following concussion protocols.

Any accommodations will be communicated to the parent or guardian, to all teachers who provide instruction to the student and to other employees who have regular responsibilities for the student's supervision or health.

Accommodations will be in effect no later than 10 school days after the written notification is received by the district and will be reviewed as needed, but no later than every two months.

For information related to concussions and participation in sports, see School Sports Participation.

Communicable Diseases

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

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

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

A student with certain communicable diseases will not be allowed to come to school while the disease is contagious. These diseases include chickenpox, cholera, diphtheria, measles, meningitis, mumps, live lice infestations, whooping cough, rubella, scabies, staph infections, strep infections, tuberculosis and pandemic flu. Parents with questions should contact the school office.

DISTRICT PROGRAMS

Meal Program

The district participates in the National School Lunch, School Breakfast, Special Milk and Commodity Programs and offers free meals based on a student's financial need. Additional information can be obtained in the office.



Breakfast and lunch are both served at TRE. At breakfast, children can choose from bread, cereals, fruits, juice and milk. At lunch, children will always have a choice of main dishes and choices of fruit and vegetables.

Breakfast is available from 7:20AM - 7:40AM for students who wish to eat at school. Students should arrive at school no sooner than 7:20AM for breakfast as there is no supervision.

Please do not send anything that needs to be refrigerated or heated by microwave. Also, please do not send soda pop or other carbonated beverages as they inadvertently get shook up and create a sticky mess when opened.



Common Curriculum Goals

All District 9 students are taught common curriculum goals and standards as outlined by the Oregon Department of Education. District adopted curriculum is used with students at all District 9 schools. More info about curriculum standards can be found at *www.ode.state.or.us*.

Conferences and Report Cards

Quarterly report cards and progress reports will be available through ParentVue and no paper copy will be provided unless verbally asked for in the office. Your student's progress reports can be checked online at any time by accessing ParentVue. Please do not hesitate to ask for assistance with ParentVue.



Check our school website calendar for dates that report cards and progress reports are posted.

Regular conferences are scheduled annually in the [fall and spring] to review student progress.

A teacher may request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, or request that the teacher call the parent to arrange a mutually convenient time, or email the teacher.

- Parent-Teacher-Student Conferences - November 23-25

Student Conduct on School Buses



The following regulations will govern student conduct on school buses and will be posted in a conspicuous place in all buses:
While riding a school bus:

- ✓ Students being transported are under the authority of the bus driver; students will obey the driver at all times;
- ✓ Students will not throw objects;
- ✓ Students will not bring firearms, weapons or other potentially hazardous material on the bus;
- ✓ Fighting, wrestling or boisterous activity is prohibited on the bus;
- ✓ Students will not stand up and/or move from seats while the bus is in motion;
- ✓ Students will not extend their hands, arms or heads through bus windows or doors;
- ✓ Students will not possess matches or other incendiaries and concussion devices;
- ✓ Students will use the emergency door only in case of emergency as directed by the driver;
- ✓ Students will not damage school property or the personal property of others;
- ✓ Students will not threaten or physically harm the driver or other riders;
- ✓ Students will not do any disruptive activity which might cause the driver to stop in order to reestablish order;
- ✓ Students will not possess and/or use tobacco, alcohol or illegal drugs;
- ✓ Students will not carry glass containers or other glass objects;
- ✓ Students will not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
- ✓ When necessary to cross the road, students shall cross in front of the bus or as specifically instructed by the bus driver;
- ✓ Students will be on time (five minutes before the scheduled pick up) for the bus both morning and evening;
- ✓ Students will not bring animals, except approved assistance guide animals, on the bus;
- ✓ Students will stay away from the bus when it is moving;
- ✓ Students may be assigned seats by the bus driver;
- ✓ Students will have written permission to leave the bus other than at home or school;
- ✓ Students will converse in normal tones. Loud or vulgar language or obscene gestures are prohibited; students will be respectful and not make obscene statements;
- ✓ Students will not open or close windows without the permission of the driver;
- ✓ Students will keep the bus clean and must refrain from damaging it; students shall not eat or chew gum;
- ✓ Students will be courteous to the driver, to fellow students and passersby;
- ✓ Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus;
- ✓ Students who are suspended from riding the bus for any reason or time period are restricted from riding any school bus during the time of suspension;

***These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.**

REQUIRED NOTICES

Please see updates on our School District Website: www.eaglepnt.k12.or.us

Alternative Education Programs



Alternative education program options have been established to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems and for students who have not met or who have exceeded all of Oregon's academic content standards. The district may, based on district criteria, provide alternative education programs for students expelled from another district for a violation of applicable state or federal weapons laws.

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the Superintendent or designee prior to November 1 for programs to be implemented the following school year. "Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Contact our principal or district office for additional information on submitting proposals, the evaluation and approval process.

Examples of alternative education program options are not limited to, but include:

1. Evening classes
2. Tutorial instruction
3. Small group instruction
4. Professional technical programs
5. Work experience
6. Instructional activities provided by other accredited institutions
7. Community service
8. Independent study
9. Expanded Options Program
10. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the principal.

Distribution of Material

All aspects of K-8 school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a nonstudent without the approval of the administration.

Materials not under the editorial control of the district may be subject to administrative review, restriction, or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias.

Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

All requests for materials distribution require approval of the administration.

The district may designate the time, place, and manner for distribution.

If material is not approved within 48 hours of the time that it was submitted, it must be considered denied.

A denial may be appealed to the administration. If the material is not approved by the administration within three days it will not be considered approved. A decision reached by the superintendent may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint

Public Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal may be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the Superintendent, within 10 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent with receipt of the Superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

Refer to School Board Policy KL Public Complaints

Discrimination Complaints

Any person, including students, staff, visitors, parents and third parties may file a complaint. The person with a complaint regarding possible discrimination on any basis protected by law should contact the district's civil rights coordinator. The Board designates Jennifer Durham-Patterson as the district's civil rights coordinator. The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Emergency Drills - Fire, Earthquake, Safety Threats, and other Emergency Drills



Your child's safety is our first priority! Instruction and practice on how to respond without confusion and panic to different situations is performed multiple times a year.

1. Instruction on fire, earthquake, safety threats, and drills for students shall be conducted for at least 30 minutes each school month.
2. At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.
3. At least two drills on earthquakes "drop, cover and hold on"and two drills for safety threats **(ALICE*)** for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety. At TRE, we practice one per month.
4. A map/diagram of the fire escape route is posted near all classroom doorways and reviewed with students.

When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion. When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

*__A__**lert**-Initial Alert: may be gunshot, Intercom Announcement, etc. (Don't use code words)
__L__**ockdown**-If Evacuation is not a safe option, barricade entry points. Prepare Evacuation or Counter if needed.
__I__**nform**-Communicate real time info on shooter location. Use clear and direct language using any communication means possible.
__C__**ounter**-Create Noise, Movement, Distance and Distraction with the intent of reducing the shooters ability to shoot accurately. Counter is NOT fighting.
__E__**vacuate**-When safe to do so, remove yourself from the danger zone.

Refer to School Board Policy EBCB Emergency Drills

English Language Learners/Dual Language

The school provides services for ELL or dual language/bilingual students. A student or parent with questions about these programs should contact our school principal.

Field Trips

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means that students are subject to the school's student conduct rules, applicable Board policies and other such rules as may be deemed appropriate by the field trip supervisor. If parents wish to chaperone on field trips, they must fill out a *volunteer background check* form available on the district website. This must be done in time to get the results back before the field trip.



When a parent/guardian registers their student using the Online Registration, their electronic signature gives permission for their student(s) to attend field trips. Teachers will notify parent/guardian of scheduled field trip date and time. If a parent/guardian does not want their student to attend a particular field trip, they will need to notify the teacher ahead of time.

Fees, Fines and Charges

Materials that are part of the basic core educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

- Annual Technology Protection fee - $25
- materials for a class project the student will keep in excess of minimum course requirements
- voluntary purchases of pictures, publications, yearbooks
- fees for damaged library books and school-owned equipment
- field trips considered optional to the district's regular school program



Any required fee or deposit may be considered for waiver if the student and parent/guardian are unable to pay. Application for such a waiver may be made to the principal.

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of the amount owed.

Experiencing Houselessness Students

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

Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents of students in houselessness situations or assistance in accessing transportation services, contact the district's liaison for houselessness students at 541-830-6262.

In the event a dispute arises over school selection or enrollment of a student in a houselessness situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in houselessness situations.

ODE often uses "houseless" in place of "homeless." Federal law continues to use "homeless." Districts can choose the language they choose to use.

Instructional Materials Complaint



Complaints by students or parents about instructional materials should be directed to our principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Reevaluation of Instructional Materials" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent. A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

Refer to School Board Policy IIA-AR Instructional Materials Selection

Identification of Talented and Gifted Students

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

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

YOUNG GIFTED & TALENTED

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

Refer to School Board Policy IGBBA Identification – Talented and Gifted Students for appeal process.

Infectious Disease Instruction

An age-appropriate plan of instruction about infections/diseases including bloodborne pathogens has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

*Refer to School Board Policy IGAI Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education***

Oregon School Safety Hotline

The hotline is available to school age children and other members of the public for the purpose of reporting illegal, suspicious or other questionable activity on school grounds or at school sponsored activities. Accessible 24-hours a day, 7-days a week via the internet: *http://www.eaglepnt.k12.or.us/parents___students/tip_line*

Parental Rights



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

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.
- As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parents also includes a surrogate parent, an adult student to whom rights have transferred or a foster parent, as defined in OAR 581-015-2000.

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

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

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

Private School Attendance

Children who are enrolled by their parents in private schools may participate in publicly funded special education and related services. Federal law allows school districts to limit the amount they spend for these services. If your child is to receive special education services under this provision, the school district will meet with you to develop a service plan describing the services to be provided to your child. Services may be provided on-site at the private school or at a public school. If the services are offered at a public school, the district must offer transportation for the child to access these services.

School districts are not required to pay for the cost of education, including special education and related services of a child with a disability at a private school or facility if the school district made a free appropriate public education available to the child and the parent chose instead to place the child in a private school or facility.



Program Exemptions

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate.

Programs & Services Complaints

Individuals with complaints regarding the appropriateness of programs or services should review the Public Complaint Procedure and complete the Complaint Form available through the school office and on the district website. All complaints will be reported to the superintendent who will arrange for a review committee to meet to review all pertinent information.

A recommendation will be submitted to the superintendent. The superintendent will report the recommendation to the Board whose decision will be final. The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

Please refer to School Board Policy KL-AR for more information.

School Report Card

Each year the Oregon Department of Education evaluates the student performance, student attendance and participation rate of assessment of every public school and District.

More info about school performance can be found at www.ode.state.or.us.

State & District-Wide Assessment

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

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

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

Student Education Records



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

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

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the District is provided evidence that there is a court order or parenting plan, state statute or

legally binding document relating to such matters of divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular school hours.

Parents or eligible students have a right to:

- Inspect and review the student's education records;
- Request the amendment of the student's education records to ensure that 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 a 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.

The district forwards education records requested under OAR 581-021-0255.

Please refer to Board Policy IGBAB/JO Education Records/Records of Students with Disabilities Management

Student Information Procedures

In accordance with state and federal regulations, School District 9 may be compelled to provide directory information to state agencies and others. "Directory information" is a legal term for data which may include the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in activities and sports, dates of attendance, awards and degrees earned and most recent school attended.

This information will be furnished at the request of interested parties. The District does not ordinarily supply telephone numbers or birth information, but the regulations require that the District provide this information if requested unless parents have asked in writing that it not be given. In that case, the District is not allowed to release the student's name and other directory information for programs, honors or awards.

Parents wishing any of the information withheld must notify the school in writing within 15 days of this annual public notice. Parents of students enrolling at any other time of year shall be granted two weeks after enrollment to give the written notice if they wish to withhold any or all of the directory information from publications. In the past, this information has been requested by military recruiters, businesses and political groups.

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name (identifier, institutional email address in a class in which the student is enrolled) or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in policy *JOA-Directory Information*.

Searches/Questioning

District officials may search a student, his/her personal property and property assigned by the district for the

student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, school rules, or the Student Code of Conduct is present in a particular place.



Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure the maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

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



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

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

Sexual Harassment

Sexual harassment by staff, students, board members, school volunteers, parents, school visitors, service contractors or others engaged in District business is strictly prohibited.

Direct complaints related to employment may be filed with the US Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, US Department of Education, Office for Civil Rights, Region X, 915 2nd Ave, Room 3310, Seattle, WA 98174-1099. Additional information regarding the filing of a complaint may be obtained through the principal, compliance officer or superintendent.

Student Responsible Use of Technology

Eagle Point School District 9 (EPSD9) is focused on providing tools and resources for 21st Century learners that develop competent and responsible future-ready citizens. Increasing access to technology and the use of iPads helps students develop progressive technology and communications skills in preparation for college, career, and life pursuits.

The Responsible Use Policy (RUP) outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally owned devices on the school campus. It is a written agreement that outlines the terms of responsible use and consequences for misuse. Students receive this information in their Student Handbook and as part of their digital citizenship education. It can also be found on the district website under Teaching and Learning resources.

EPSD9 schools are 1:1. **Students K-5 are issued their own iPad for use at school. They are not to be taken**

home for elementary students. Guidance for the care and use of the iPad is covered in the EPSD9 Technology Handbook, which is posted on the district website. Families have the option to purchase a protection plan for accidental damage coverage which includes vandalism and theft. The cost of the protection plan is $25.00 for the school year. There is a family cap of $100.00. Without the protection plan, students will be responsible for all repair or replacement costs.

EPSD9 may provide Internet access, desktop computers, mobile devices, video conferencing capabilities, online collaboration capabilities, email, and more. As new technologies emerge, EPSD9 will attempt to provide access to them.

EPSD9 provides its users with restricted access to the Internet, including web sites, resources, content, and online tools in compliance with CIPA and COPPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web.

EPSD9 will not be responsible for damage or harm to persons, files, data, or hardware. While EPSD9 employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. EPSD9 will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network. Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution



Eagle Point School District has provided iPads to all students for educational purposes. We highly encourage parents to participate in their child's learning by using the iPad in the home as well. A Technology Handbook that includes the basic Responsible Use Policy and iPad specific information is posted on the district website.

Students or volunteers may report cyber bullying anonymously. Remedial action shall not be based solely on an anonymous report.

It is advised that students not tell or show others any personal or family information over the Internet, such as: home address, phone numbers, passwords, personal photos when used with names, or Social Security numbers. Keep personal and electronic information, including your username and password, private.

Student Insurance

The School District does not provide accident insurance for students. The District shall not be responsible for costs of treating injuries or assume liability for any costs associated with an injury. However, the School Board has recognized an economical student accident insurance package from Meyers-Stevens & Toohey & Company called a “MID Plan.” Parents are responsible for paying premiums—if coverage is desired. More information about student accident insurance is available with registration/orientation materials.

Student Restraint and Seclusion

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students (see Board Policy JGAB – Use of Restraint or Seclusion and the accompanying administrative regulation).

If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:

    a. A description of the restraint or seclusion including:
        1) The date of the restraint or seclusion;
        2) The times the restraint or seclusion began and ended; and
        3) The location of the incident.
    b. A description of the student's activity that prompted the use of restraint or seclusion;
    c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
    d. The names of staff of the district who administered the restraint or seclusion;
    e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
    f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.
A district Restraint and/or Seclusion Incident Report Form must be completed and copies provided to those attending the debriefing meeting for review and comment.

A documented debriefing meeting must be held within two school days after the use of restraint or seclusion;. The parent or guardian of the student must be invited to attend the meeting 15 , and the meeting will include staff members involved in the intervention and any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student. The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion:
1. Oral notification of the incident must be provided immediately to a parent or guardian of the student and to the Oregon DHS; and
2. Written notification of the incident must be provided to the Department of Human Services DHS within 24 hours of the incident.

If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided within 24 hours of the incident to the superintendent, to the Superintendent of Public Instruction and, if applicable, to the union representative for the affected person, if applicable.

The district shall maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.The district, upon request from DHS regarding an investigation of an incident of restraint or seclusion as suspected child abuse, shall disclose any records preserved to DHS or its designee which are deemed relevant to the subject investigation, in its original format and without any alteration.]

The use of a seclusion cell is prohibited.

Title I Services

Table Rock Elementary School provides services for struggling students. Parents of eligible students are encouraged to become involved in the school's Title I program efforts. Annual Title I meetings will be held to inform parents of the school's participation in and requirements of Title I.

All D9 Elementary School teachers and instructional assistants have met state qualifications and licensing criteria as per Every Student Succeeds Act legislation.
For Title I information and parent notices, please visit our webpage.

Transfer of Student

Requests that a student attend a district school other than the student's assigned school within his/her regular attendance boundary must be made by the parent/guardian and submitted electronically to the principal or designee of the school the student currently resides. Applications are available on the district website (www.eaglepnt.k12.or.us) and will be accepted from April 1 through May 31 for the following school year. Requests made after May 31 may be considered in unusual circumstances, at the principal's discretion.



Eagle Point School District 9 will not release students to attend a school in another district except under hardship status. Please visit our website (www.eaglepnt.k12.or.us) for detailed transfer information under Parents & Students.

School Board policies JECF, JECF-AR, JECB-AR, JECBB, JECBB-AR speak specifically to transfers and principals are to adhere to the guidelines described within.

Transportation of Students

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

Underage Drinking Hotline

If you see or know of underage drinking, contact the Party Dispersal Tipline; 973-7756 or 1-888-608-7632.

Visitors at School



Our classrooms are highly specialized teaching/learning environments. Parents are welcome to visit in support of their child's educational program when visits will not compromise the teaching and learning environment or schedule. Activities such as student testing, one-on-one tutoring and other specialized schedules or therapy generally are not appropriate times to visit. Because of the nature of our classrooms and our students, a strict protocol of confidentiality must be followed. Parents wishing to visit should inform the teacher/office and the reason for the visit. All visits must be pre-arranged and approved by the teacher and/or administrator.

1. Parents will need to check into the office first and receive a visitor's pass.
2. Parents will have opportunities to observe their child/children in the classroom.
3. Other students in the classroom will **not** be the focus of observation or focus of concern for a visiting parent.
4. Confidentiality will be maintained at all times, including outside the classroom and the school.
5. Parents will support the current individual learning plans which include IEP's, 504's and/or behavior plans, without alterations, while in the classrooms and throughout the school.



Volunteers at School

Volunteers and community partners play an important role in Jackson County School District 9. Each day in every school, volunteers support and encourage staff and students, and take an active role in helping every student achieve. Through their contributions of time, energy, inspiration and expertise, volunteers often report they receive more than they give.



Anyone may apply to become a volunteer. Before taking part in a volunteer activity, applicants must complete a criminal background check.If you would like to become a volunteer please apply online. Click here to go directly to the application.

The following is an outline of the procedure:

1. Anyone may apply to become a volunteer. Before taking part in a volunteer activity, applicants must complete a criminal background check. To do so you need to apply online, on our district website at www.eaglepnt.k12.or.us .
2. Once an approval email is received, let your child's teacher know of your interest to volunteer.
3. The name of each volunteer will be added to the school-wide 'volunteer pool' list that will allow each individual to volunteer in classrooms or escort/attend field trips.
4. All volunteers, including field trip volunteers must check-in at the school office to sign-in and receive a volunteer's pass

Notes:

- This background check process takes one to two weeks to complete. Please do not wait until the day before (or even a few days before) a field trip to begin the process.
- If you completed a background check form during the previous 5 years and have not moved out of Oregon, it may not be necessary to complete a new form.
- Younger siblings are not allowed to attend with the volunteer, and/or visit during instructional time, due to the potential for disruption of teaching and learning.
- Family pets are not allowed on field trips.

Student Suicide Prevention Board Policy

- Please see the following link for Board Policy JHH on student suicide prevention: https://policy.osba.org/eaglept/J/JHH%20D1.PDF

Eagle Point School District 9 Directory

District Administration

Jim Helmen, School District #9 Superintendent	541-830-6563
Valerie Shehorn, Director of Teaching & Learning /Sped	541-830-6565
Jennifer Patterson-Durham, Director of Human Resources	541-830-6557
Gwen Swearingen, Business Manager	541-830-6559

District Support Services

Sherry Becker, SpEd Coordinator	541-830-7196
Dean MacInnis, Communications and Public Relations Supervisor	541-830-6577
Amanda Jones, Sodexo Food Service Supervisor	541-830-6552
John Harding, Building Services Supervisor	541-830-6376
Robert Allen, Technology Supervisor	541-830-6103
Lindsey Bivens, Transportation Supervisor	541-830-1245

Eagle Point School District 9 School Board

Justin Richardson	richardsonj@eaglepnt.k12.or.us
Randy Wolf	wolfr@eaglepnt.k12.or.us
Josh Graves	gravesj@eaglepnt.k12.or.us
Chery Stritenberg	strittenbergc@eaglepnt.k12.or.us
Emily McIntire	mcintiree@eaglepnt.k12.or.us

School Board "Regular Meeting" Schedule

Jackson County School District 9 Board meetings begin at 5:30 PM at the Admin Board Room located at 11 N Royal, Eagle Point on the last Wednesday of each month. Please refer to www.eaglepnt.k12.or.us for more details.