



JEFFERSON SCHOOL DISTRICT
STUDENT/PARENT HANDBOOK

**1328 North 2nd St.
Jefferson, OR 97352
PH: 541-327-3337**

website: jefferson14j.com

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JEFFERSON SCHOOLS



Jefferson Elementary

615 N. 2nd Street.
Jefferson, OR 97352

PHONE 541-327-3337
FAX 541-327-1216



Jefferson Middle School

2180 Talbot Rd.
Jefferson, OR 97352

PHONE 541-327-3337
FAX 541-327-7919



Jefferson High School

2200 Talbot Rd.
Jefferson, OR 97352

PHONE 541-327-3337
FAX 541-327-1867

FIRST STUDENT TRANSPORTATION SERVICES

PHONE 541-327-9654

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. All Jefferson School District policies and procedures are not listed in this handbook. School procedures can be obtained or explained at each individual school by the building administrator or at the district office during business hours. Board policies are available on the district website. Any information contained in this student handbook is subject to revision or elimination, and appropriate notification will be provided.

Jefferson School District 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, immigration or citizenship status, mental or physical disability, marital status, sex, sexual orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status, state service member status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws, Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act, and Title II of the Genetic Information Nondiscrimination Act.

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

Americans with Disabilities Act (ADA) and Section 504

The following staff have been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Katrina Womack, Special Services Director

Jefferson School District Office, 1328 North 2nd St., Jefferson, OR 97352

Katrina.womack@jefferson.k12.or.us

541-327-3337 x 2000

The procedure for filing a complaint can be found on the district's home page at www.jefferson14j.com and in Board policy ACA - Americans with Disabilities Act.

Nondiscrimination and Civil Rights

The following staff have been designated as the civil rights coordinator:

Katrina Womack, Special Services Director

Jefferson School District Office, 1328 North 2nd St., Jefferson, OR 97352

Katrina.womack@jefferson.k12.or.us

541-327-3337 x 2000

The procedure for filing a complaint can be found on the district's home page at www.jefferson14j.com and in Board policy AC – Nondiscrimination and Civil Rights.

Title IX of the Education Amendments

The following staff have been designated as the coordinator of Title IX of the Education Amendments:

Dawn Moorefield, Superintendent

Jefferson School District Office, 1328 North 2nd St., Jefferson, OR 97392

dawn.moorefield@jefferson.k12.or.us

541-327-3337 x1050

The procedure for filing a complaint can be found on the district's home page at www.jefferson14j.com or in the district's Board policy GBN/JBA – Sexual Harassment.

The district prohibits sex discrimination (including sexual harassment) in any education program or activity that it operates, as required by Title IX and its regulations, including admission and employment.

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.

ADMINISTRATION

Building Administration

Kymberlee Rhodes	Jefferson Elementary School Principal
Eric Cledenin	Jefferson Middle School Principal
Laura Pierce-Cummings	Jefferson High School Principal
Jordan Johnson-Murray	Jefferson High School Vice Principal
Doug Naugle	Jefferson High School Athletic Director

District Directors/Supervisors

Katrina Womack	Student Services Director/Civil Rights Coord./Homeless Liaison
Evan Podrabsky	Technology Director
Hattie Truett	Business Manager
Richard Crane	Maintenance Director
Sharon Short	Child Nutrition Director

Bell Schedules

Jefferson Elementary
8:00am - 2:50pm (Mondays, Tuesdays, Thursdays and Fridays)
8:00am - 1:20pm (Early Release Wednesdays)

Jefferson Middle School
7:55am - 3:05pm (Mondays, Tuesdays, Thursdays and Fridays)
7:55am - 1:35pm (Early Release Wednesdays)

Jefferson High School
7:55am - 3:10pm (Mondays, Tuesdays, Thursdays and Fridays)
7:55am - 1:40pm (Early Release Wednesdays)

Calendar

The district's school calendar is updated each school year. The current adopted school calendar may be accessed here: www.jefferson14j.com

Complaints

Procedures for filing a complaint can be found on the district's home page at www.jefferson14j.com.

Definition of Parent

The term "parent," as used in this handbook, generally includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, may depend on

the evaluation of the factors listed in ORS 419B.373. The determination for other purposes may depend on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For students with disabilities, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

Schedule of Contests, Events, and Performances

Information about scheduled contents, events, performances, and other school- or district-sponsored activities is published using online calendars to the school or district websites and are communicated about regularly using Parent Square.

SCHOOL BOARD

Board Meetings

Regular board meetings are held on the third Thursday of each month at the Jefferson School District Office in the Board Room. Meetings begin at 5:30pm. All regular, special, and emergency meetings of the Board are open to the public unless otherwise provided by law. Additional board meeting procedures are published in Board policy BD – Board Meetings. Information regarding participation in board meetings and submission of public comment is published in Board policy BDDH – Public Comment. All meeting notices are posted on the district website, at each school and at the local post offices. The Board of Education welcomes citizens to the meetings and always considers their input and advice for planning and operating the school.

School Board Members

- Teri Mitchell Board Chair
- Terry Kamlade Board Vice Chair
- Tracy Roe Board Member
- Carole Vickery Board Member
- Kevin Smith Board Member

Vision Statement

To prepare our students today for their full potential tomorrow.

Mission Statement

Cultivating a safe environment where academic growth, accountability, and well-being thrive.

ACADEMIC INTEGRITY

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

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

Specific rules for the independent use of generative artificial intelligence for assigned student work may be developed by the teacher and communicated to students. Rules will be developed in accordance with Board policy IKJ - Artificial Intelligence (AI).

ADMISSION

A student seeking enrollment in the district must register in the office or online. All students enrolled must comply with all Oregon laws related to age, residence, health, attendance and immunization, prerequisites for admission. Age, immunization, tuition, and other eligibility prerequisites for admission as set forth in state law, Board policy, and administrative regulation, may be required. Students who do not reside within district boundaries may be required to pay tuition.

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

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

Alternative education services will be provided as appropriate to resident students denied regular school admission. While parents have the option of placing their students in a private school or obtaining additional services, such as tutoring, from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

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

ALLERGIES

Please notify the school office immediately if your child has any allergies (ie. food, insects, medication, environment, etc).

ALTERNATIVE EDUCATION

Alternative education program options have been established and approved by the Board 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; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private.

Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement.

The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

Parents may request additional in-district alternative education programs by submitting written requests to the principal. If a student is interested in attending the alternative school, the student and parent/legal guardian(s) must meet with the alternative education staff, counselor and principal.

In-District Alternative Education Programs

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

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

Non-District Alternative Education Programs

- 1. Other school(s)/program(s);
- 2. Community college;
- 3. Others as approved by the district.

ALTERNATIVE EDUCATION PROGRAMS ESTABLISHMENT

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee. "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. Proposals for alternative education programs shall include the following:

- 1. Goals;
- 2. Criteria for enrollment;
- 3. Proposed budget;
- 4. Staffing;
- 5. Location;
- 6. Assurance of nondiscrimination.

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

ALTERNATIVE EDUCATION NOTIFICATION

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:

- 1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
- 2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance means the student is frequently absent to the degree that the student is not benefiting from the education program as determined by the district.);

3. When an expulsion is being considered;
4. When a student is expelled*; and/or
5. When a student's parent or an emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

*The district may not provide alternative education programs for students expelled for violations of applicable state or federal weapons laws.

ANIMAL DISSECTION

District students in grades K through 12 may refuse to dissect any vertebrate or invertebrate animal. In addition, the student's parents may refuse to allow the student to dissect the animal. The district shall allow the student to participate in an alternative dissection exercise to demonstrate competency in the coursework. This exercise may include videos, DVDs, CD-Roms, films, computer programs, models, books, clay modeling or transparencies.

A teacher may not discriminate against or lower the grade of a student for not participating in the dissection exercise. **The district shall notify students who have dissection as part of their coursework and the parents of those students about the provisions of this policy.**

ANIMALS ON SCHOOL GROUNDS

Only service animals serving persons with a disability and animals approved by the superintendent or designee that are part of an approved district curriculum or co-curricular activity, are allowed in district facilities. Companion and comfort animals are not considered service animals. Approved animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals. Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The Maintenance Director serves as the district's asbestos program manager and may be reached for additional information.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

ASSESSMENT PROGRAM

The district's assessment program shall be designed for the purpose of determining district and school 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 and 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 to the student for opting out of state-wide assessments. 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.

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations.

ASSIGNMENT OF STUDENTS TO SCHOOLS

Students are required to attend the school in the attendance area in which they reside, except as otherwise provided by state and federal law or Board policy. Exceptions may be allowed in certain circumstances. Contact the school office or counselor for additional information. Special Education Placement Teams may choose to place students outside of their attendance area when it is clearly in the best interest of the child. The district may allow transfers based on established district criteria.

A student who becomes a victim of a violent criminal offense, as determined by state law, while in or on the grounds of a school the student attends, or any student attending a district school that is identified by the Oregon Department of Education (ODE) as persistently dangerous, may transfer to a safe district school as required by the Every Student Succeeds Act (ESSA).

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least ten business days prior to obtaining such services. The notice must include the parent’s intent to obtain private services, the parent’s rejection of the educational program offered by the district and the parent’s request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

ATHLETICS

Jefferson High School offers a full complement of interscholastic sports and Jefferson Elementary and Middle Schools partner with Jefferson Park and Rec for sports opportunities. Students participating in athletics will adhere to the athletic code of conduct and maintain passing grades in order to participate.

ATTENDANCE

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

Any person who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued notification by the district for the student’s failure to attend school.

A parent will be issued a notification, in writing in the native language of the parent, and in accordance with law, the superintendent or her designee 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 ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be

issued notification 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 failed to attend school as required. Failing to supervise a child may be a Class A violation.

Absences and Excuses

When returning to school after an absence, a parent must contact the office and provide the reason for the absence. **Excuses should be presented within 2 days of the absence.**

Absence from school or class will be excused according to Oregon State Law ORS 339.065 Estimates of attendance; irregular attendance; excused absences.

1. In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session and shall be considered irregular attendance.
2. A student's absence from school or class will be excused under the following circumstances:
 - Illness, including mental and behavioral health of the student;
 - Illness of an immediate family member when the student's presence at home is necessary;
 - Emergency situations that require the student's absence;
 - Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year.
 - Other reasons deemed appropriate by the school administrator where satisfactory arrangements are made in advance of the absence;
 - Medical and dental appointments; (confirmation of the appointment may be required);
 - Field trips and school-approved activities.
3. Jefferson School District will not recognize the following as excuses for an absence from school:
 - Truancy
 - Oversleeping
 - Missing the bus or car malfunction
 - Shopping/hair cut appointments
 - Family vacation, hunting or fishing excursions **not approved by building principal in advance**
 - Birthdays, family visiting or other celebrations
4. Any pupil may be excused from attendance by the district school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends.
5. Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, or religious considerations.

A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The office staff will decide whether or not the student should be sent home and will notify the student's parent(s) as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. In many cases students can access their work in the Google Classroom at the middle and high school level. Parents can contact the office to arrange for the collection of homework assignments for a student who will be absent for several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism

will not be used as a sole criterion for the reduction of grades. ***Students must attend at least ½ of the day, and the partial day absence must be excused, in order to participate in sports or after school activities such as dances.*** Students who are eighteen and older must follow the same attendance policy as other students.

Exemption from Compulsory Attendance

The school may grant an exemption from compulsory attendance for several reasons. Please see Board Policy JEA for a complete listing and further details.

Change in Plans for After School

When a child must go home with another child after school or to a place other than their usual destination, parents should send a note with the child. When an unforeseen emergency arises and this arrangement must be made over the phone, the caller will be asked to furnish a return phone number so that the office can verify the call.

Leaving Early/Arriving Late

Students may leave the building before the school day is over if they become ill or injured or for other emergencies. Students must report to the office first. Parents must come into the office to pick up their child. If a child must leave early for an appointment, the parent must sign the child out in the office. Identification may be requested from anyone seeking release of a student.

NO CHILD WILL BE ALLOWED TO LEAVE SCHOOL WITHOUT CONFIRMATION AND APPROVAL, IN WRITING OR VERBALLY, FROM THE LEGAL PARENT/GUARDIAN. Failure to abide by this rule will result in a possible referral/citation.

Release of Students from School

A student shall not be released from school at times other than regular dismissal hours except with principal permission or according to school sign-out procedures. The office will determine permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent(s) or as otherwise provided by law.

Staying After School

All students are to go home immediately after the regular school day. Exceptions to this rule are made for students staying after school if requested by a teacher or for participation in supervised activities that are arranged with parents/guardians. Students enrolled in after school child care are also allowed to stay.

Arrival

Please do not drop off students any earlier than 7:45am as there is no supervision available.

Elementary School Policy

Students in grades K-5 are counted tardy if they arrive at school after 8:01 a.m. Students who are tardy repeatedly may be required to make up missed time during recess. If it is unavoidable for a student to be late, he/she must have a written excuse signed by the parent or guardian stating the reason for the tardiness.

Middle School Policy

In the middle school, the first tardy is counted as a warning, the second tardy results in one lunch detention and a card sent home, the third tardy results in two lunch detentions and a card sent home, and the fourth and subsequent tardy to a class will result in a referral and three lunch detentions or one after school detention.

High School Policy

Four unexcused tardies at the high school will result in discipline.

Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, and/or ineligibility to participate in athletics or other activities. The school administrator may issue a citation for chronic truancy.

BELL SCHEDULE

For school/bell schedules, please contact the school that your child attends.

BICYCLES AND SKATEBOARD INFORMATION

Students may ride bikes to school. They should provide their own locks for security and park in designated areas only. Students should not ride bicycles on school grounds during school hours. They are to observe all bicycle safety rules, including wearing a helmet, when traveling to and from school. Skateboards are not allowed on school grounds.

BOUNDARIES

Students who live within the Jefferson School boundaries are to attend school in the district.

- Parents who move out of the district and wish their children to continue to attend school in the district, must complete an interdistrict transfer request and be approved by the residing and attending school district superintendents or designees.
- Parents who reside within the district who wish their children to attend another public school must complete an interdistrict transfer request and be approved by the residing and attending school district superintendents or designees.

CHILD ABUSE REPORTING

Any school employee who has reasonable cause or reasonable suspicion to believe that any child with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she is in contact has abused a child, will immediately notify the Department of Human Services/Community Human Services or the local law enforcement agency. The school employee shall also immediately inform his/her supervisor, building principal and superintendent.

CHILD FIND NOTIFICATION

Appropriate steps are taken to locate, identify, and evaluate individuals living within the district's jurisdiction that may be suspected of or has a disability. (OAR 581-015-2100) Jefferson School District is committed to providing a free and appropriate public education to all students with disabilities. Students may be eligible for special education and related services under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act. If you have knowledge of a child under the age of 21 who you suspect of having a disability, please contact the Student Services Office at 541-327-3337 ext 1507, or Jefferson School District Office for further information, including a copy of the Oregon Department of Education Procedural Safeguards.

CLASS RANKING

In the interest of encouraging and recognizing outstanding academic achievement, valedictorian(s) and salutatorian(s) will be selected for each graduating class. The valedictorian and salutatorian will be selected according to the following procedure:

1. The valedictorian will be the student with the highest grade point average as computed at the end of the first semester of the senior year;
2. The salutatorian will be the student with the second highest grade point average as computed at the end of the first semester of the senior year;
3. In case of a tie for valedictorian, co-valedictorians will be honored;
4. In case of a tie for salutatorian, co-salutatorians will be honored;
5. Exchange students will not be eligible for any academic honors;
6. In addition to GPA, a student must attend Jefferson High School in person at least two semesters (during their

senior year), have 21 credits or more from the National Honor Society's list of classes (page 13), and be eligible to obtain a Jefferson High School Honors Diploma. Honors Diploma information is found on page 4.

CLOSED CAMPUS

The campus at Jefferson High School is closed during the school day from 7:55 a.m. until 3:10 p.m. All students are expected to stay on campus at all times during the day. Leaving the campus during the school day without permission from an administrator and following appropriate check-out procedures in the office may result in detention, suspension, loss of driving privileges, or even expulsion.

LEAVING CAMPUS FOR LUNCH WILL NOT BE CONSIDERED AN EXCUSED ABSENCE.

*Seniors are allowed to leave campus during a lunch period and for a work or home release, with parent or guardian permission. Seniors may not stay in the parking lot during lunch.

Students needing to leave campus during the school day for appointments or family emergencies may do so ONLY with PRIOR APPROVAL of an administrator and parents/guardians.

CLOSURES

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as appropriate to the particular condition.

Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. In the event of a school closure or delay the district will notify the media and post it to the district website at

jefferson14j.com

PARENTS SHOULD NOT CALL THE SCHOOL OR THE RADIO/TELEVISION STATIONS.

In the event the weather turns dangerous during the day, children may be sent to the emergency residence listed on their registration form. The school will not be able to call each parent in case of an emergency closure.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, National Honor Society and athletic teams may establish rules of conduct - and consequences for misconduct - that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization. Students/parents must sign an acknowledgment of stricter standards of behavior as a condition of participation in clubs and organizations as needed.

COMMUNICABLE DISEASES

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

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

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be

excluded in accordance with law and per administrative regulation 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.

Head Lice

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.

Infection Control and Bloodborne Pathogens

The risk of exposure to body fluids due to casual contact in the school environment is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for bloodborne pathogens.

Instruction: Human Sexuality, AIDS/HIV and Sexually Transmitted Infections

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, and Sexually Transmitted Infections has been included as an integral part of the district's health curriculum. 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.

COMPLAINTS

A parent or guardian of a student attending a school in the district, a person who resides in the district, a staff member, or a student may petition the district with a complaint. A complainant will be referred through the proper administrative process for resolution of a complaint before investigation or action by the Board. An exception will be a complaint against the superintendent or one that involves Board actions or Board operations.

The complaint procedure is available at the district's administrative office and on the home page of the district's website. The Board advises that there is a process available for resolving complaints, including but not limited to complaints in one or more of the following areas:

1. Instruction;
2. Discipline;
3. Learning materials;
4. Compliance with State Standards;
5. Restraint and/or seclusion;
6. With a staff member; or
7. Retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation.

The complainant must follow the complaint procedure as outlined in district policy: KL - Public Complaint.

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution. Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

- Complaints against the principal should 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 against an individual Board member should be referred to the Board chair on behalf of the Board.
- Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board.

A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.

The superintendent will administer the complaint process, as appropriate.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal the district's final decision to the Oregon Department of Education under OAR 581-002-0001, 581-002-0023. Appeal to the Deputy Superintendent of Public Instruction - See KL-AR (2).

Complaint Procedure

A parent or guardian of a student attending a school in the district, a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

The Administrator/Supervisor: Step One

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator/supervisor within 10 working days of the employee's response. The administrator/supervisor shall evaluate the complaint and render a decision within 10 working days after receiving the complaint. (A form is available, but is not required.)

The Superintendent: Step Two

If Step One does not resolve the complaint, within 10 working days of the written response from the administrator/supervisor, the complainant may file a written, signed complaint with the superintendent clearly stating the nature of the complaint and a suggested remedy.

The superintendent shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

The Board: Step Three

If the complainant is dissatisfied with the superintendent or designee's findings and conclusion, the complainant may appeal the decision to the Board within 10 working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive sessions if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearings for the purpose of making further explanations and clarifying the issues.

If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The complainant shall be informed in writing or in electronic form of the Board's decision within 20 days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final. The timelines may be extended upon written agreement between the district and the complainant.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 – 581-002-0023.

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive sessions if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. The Board may use executive sessions if the subject matter qualifies under Oregon law. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair may be referred directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

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: Katrina Womack.

The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative

Bias Incident Complaints

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

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

“Symbol of hate” means nooses, symbols of neo-Nazi ideology and the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school district property, except where used in teaching curriculum that is aligned to the Oregon State Standards.

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

Division 22 Education Standards Complaints

Any resident of the district, parent of a student attending district schools, or a student attending a school in the district may express a concern alleging violation of the district’s compliance with a Division 22 educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, the complainant will follow the complaint process outlined in Board Policy KL - Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint within 30 days at any step or within 90 days of the initial filing of a written complaint with the district (whichever occurs first), any complainant may appeal directly to the Deputy Superintendent of Public Instruction.

Instructional Materials Complaints

Concerns and complaints regarding instructional materials from students or parents should be handled in accordance with Board policy IIA – Instructional Materials and associated administrative regulations. Should the student or parent, following initial efforts at informal resolution of the concern, desire to file a formal complaint, a Request for Reconsideration of Instructional or Library Materials form in IIA-AR(3) and may be requested from the school office.

Complaints About Evaluation, Identification, or Placement of a Student with a Disability or 504 Eligibility

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district’s services, activities or programs to a student, should be directed to the Special Education Director.

Placement/Enrollment of Students Experiencing Houselessness Complaints

In the event a dispute arises over school selection, enrollment or eligibility of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school’s written decision in accordance with McKinney-Vento Act dispute resolution and appeal process. Additional information may be obtained by contacting the district’s liaison for students navigating housing instability.

Suspected Sexual Conduct with Students by District Employees, Contractors, Agents, and Volunteers of the District

Sexual conduct by district employees, contractors, agents, and volunteers is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy JHFF/GBNAA – Suspected Sexual Conduct with Students and Reporting Requirements.

“Sexual conduct” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state education standards or a policy approved by the Board; or conduct of communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

The district will post in each school building the name and contact information of the designated licensed administrator and alternate licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for the respective school buildings to receive sexual conduct reports, and the procedures the designee will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports at each school in the district is the building principal. In the event that this person is the suspected perpetrator, the Superintendent shall receive the report. When the building principal takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools.

1. Prevention and identification of sexual conduct.
2. Obligations of district employees under ORS 339.388 and 419B.005-419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the district’s services, activities, or programs to a student, should be directed to the special education director.

Students with Sexual Harassment Complaints

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (see JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

Oregon Definition

Sexual harassment of students, staff members or third parties shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or a third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

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

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual:

Dawn Moorefield, Superintendent dawn.moorefield@jefferson.k12.or.us 541-327-3337

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX Coordinator. See JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a non-hostile learning environment;
2. Staff member is protected and to promote a non-hostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a non-hostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of a third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervisions, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include:

1. Name and contact information for all persons designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and members of the public at each office, at the district office and on the website of the school or district.

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

3. "Sexual assault": an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person in fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. See JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

The superintendent is designated as the Title IX Coordinator. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed. The district shall treat complainants and respondents equitably by providing supportive measures to the complainant and by following a grievance procedure prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

If after an individual safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place. The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

No Retaliation

Neither the district or any person may retaliate against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX coordinator shall be prominently published in the school student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)

Reports and complaints of sexual harassment should be made to the following individual(s):

Dawn Moorefield, Superintendent
dawn.moorefield@jefferson.k12.or.us 541-327-3337

The district official receiving the complaint shall issue the required written notice as outlined under Oregon Procedures in Board policy JBA/GBN - Sexual Harassment.

Step 1

The district official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy JBA/GBN - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within ten working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within 30 days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 2

If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The superintendent or

designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal within 10 working days of receipt of the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 3

If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent or designee in a public meeting to determine what action is appropriate. The Board may use executive sessions if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent or designee's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent or designee's decision in Step 2 is final. The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

- Complaints against the principal may start at Step 2 and may be filed with the superintendent or designee. The superintendent or designee will cause the required notices to be provided. The superintendent or designee will investigate the complaint and will notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may appeal to the Board in Step 3.
- Complaints against the superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive sessions if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.
- Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive sessions if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.
- Direct complaints related to employment may be filed with the U.S. 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, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's

personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse. The sexual harassment complaint form can be found in Board Policy JBA/GBN-AR.

See administrative regulation JBA/GBN AR(1) – Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

Talented and Gifted (TAG) Programs and/or Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should follow the complaint procedures outlined in Board policy (IGBB-AR Complaints Regarding the Talented and Gifted Program).

The complainant may file an appeal with the Deputy 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. A copy of the OAR will be provided upon request.

COMPUTER USE

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

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

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

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including email, sent or received, generated or stored on district servers are not private and may be subject to monitoring.

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

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

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 to 339.303 or OAR 581-021-0550 to 581-021- 0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if a student, a parent or guardian of a student attending a school in the district, or a person who resides in the district, may appeal the district's final decision to the Deputy Superintendent of Public Instruction under Oregon 0023 [(see KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction).

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.

CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Student Code of conduct

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

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

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

- 1. Assault;

2. Hazing harassment, intimidation, bullying, menacing, cyberbullying, teen dating violence or domestic violence, as prohibited by Board policy JFCF – Hazing, Harassment, Intimidation, Bully, 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, including disruption of the school environment, false threats and other activity causing disruption of the school environment, or public displays of affection (PDA will be defined specifically by each school);
7. Bringing, possessing, concealing or using a weapon, as prohibited by Board policy JFCJ – Weapons in the Schools;
8. Vandalism/Malicious mischief or 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 of district property or 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 policies JFCG/JFCH/JFCI – Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems;
11. Use or display of profane or obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school or classroom rules.

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

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;
7. Students have the right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

CONFERENCES

It is the desire of school staff to help students and parents with issues pertaining to school. Daytime and evening parent teacher conferences are scheduled annually in the fall and the spring to review student progress (see school calendar and/or school website). Either parents or teachers may request a conference appointment at any time. In addition, parents of 6th-12th graders may access grades throughout the year using our online service located at our website jefferson14j.com.

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.

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with district counselors, teachers and building administrators to learn about the curriculum, course offerings, activities and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended and available courses for students. All students are encouraged to attend college, university or training school, or pursue some other advanced education, and should work closely with their counselor so that they may take the courses that may best prepare them for further education. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The child development specialist/counselor may also make available information about community resources to address personal concerns. Consistent with individual rights and the child development specialist/counselor's obligations as a professional, the counseling relationship and resulting information may be protected as privileged communications by Oregon law.

CREDIT: FOR PROFICIENCY

In addition to credit by completing classroom or equivalent work in a course, a student may receive credit toward a diploma or a modified diploma by one or more of the following options, if the student demonstrates defined levels of proficiency or mastery of recognized standards through:

1. Classroom or equivalent work that meets common curriculum goals and academic content standards required by OAR 581-022-1210;
2. Classroom or equivalent work;
3. Passing an appropriate exam;
4. Providing a collection of work or other assessment evidence; and/or
5. Providing documentation of prior learning experiences.

A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

CREDIT: ONLINE

All credit on-line courses MUST be approved by the principal PRIOR to enrollment of that course. No correspondence

courses will be accepted.

DAMAGE TO DISTRICT PROPERTY

It is each student’s responsibility to show respect for all district property. Any student who willfully damages or defaces school property will be disciplined. The board declares its intent to hold students and their parents responsible for loss or damage of 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. This includes damage to the district’s network and other electronic systems. If the cost is \$50 or more, the district will notify the student and parent. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district’s notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines and Charges.

DANCES AND SOCIAL EVENTS

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted. Please see the high school and middle school handbooks for additional information.

DISCIPLINE/DUE PROCESS

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

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

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

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

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

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

No student will be subjected to corporal punishment.

The district may provide information regarding recovery schools to students being disciplined for substance abuse.

Discipline of Students with Disabilities

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

The IEP team will determine whether the misconduct is a manifestation of the student’s disability. Should the IEP team

conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability. A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but not for more than 45 calendar days in a school year, for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or others.

Expulsion

Students may only be expelled for any of the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's conduct have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of expulsion of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing, or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student, and parent rights and alternative education provisions as required by law as part of the expulsion process.

Suspension

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

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

The district may require the student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision.

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

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

DIRECTORY INFORMATION AND PERSONALLY IDENTIFIABLE INFORMATION

Directory Information means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following information may be released to the public through appropriate procedures:

1. Student's name;
2. Student's address;
3. Student's telephone listing;
4. Student's email/electronic address;
5. Student's photograph;
6. Participation in officially recognized sports;
7. Participation in officially recognized activities;
8. Weight and height of athletic team members;
9. Student's dates of attendance;
10. Student's grade level;
11. Student's diplomas, honors or awards received.

Personally identifiable information includes, but is not limited to

1. Student's name, if excluded from directory information, as requested by the student/parent in writing;
2. Name of the student's parent(s) or other family member;
3. Address of the student or student's family, if excluded from directory information as requested by the student/parent in writing;
4. Personal identifier such as the student's social security number, student identification number, or
5. A list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth and mother's maiden name;
6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the educational records relates;
7. Other information that would make the student's identity easily traceable.

Student information that is personally identifiable information may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and prior written, dated and signed consent unless otherwise permitted by law.

The district is required by law to release secondary student's names, addresses and telephone numbers to military recruiters

and/or institutions of higher education unless parents or eligible students request that the district withhold this information. If a parent/student wishes to object to the release of any or all of this information the district must receive a written request within 15 school days of receipt of the student handbook.

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 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.

DISTRIBUTION OF MATERIALS

All aspects of 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 non-student 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, 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 will not be allowed.

The district may designate the time, place and manner for distribution. All requests for materials distribution require approval of the administration. If materials are not approved within 48 hours of the time that it was submitted, it must be considered denied. A denial may be appealed to the Superintendent. If the material is not approved by the Superintendent within 3 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.

DRESS AND GROOMING

The district’s dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. The district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

- 1. Disruption or interference with the classroom learning environment.
- 2. Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

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

Drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students. The district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and will maintain

a drug-free educational environment.

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

The use of steroids or performance enhancing drugs is a violation of district policy regarding drug use. District policy and guidelines for prescription and non-prescription drugs will be strictly enforced.

Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.

Tobacco & Inhalant Delivery Systems Prohibited

Our district recognizes that the use of tobacco could create a health hazard for users as well as non-users. In order to protect the health of students, staff, and the general public, provide a healthy learning environment, and promote good health habits for students, **the use of tobacco and tobacco products shall be prohibited in school facilities, on school grounds and buses or at any district or school activity.** Student possession, use, sale, distribution including smoking of any tobacco product or inhalant delivery system is strictly prohibited and will result in disciplinary action. A student may be referred to law enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited.

"Tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

"Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

In accordance with Oregon law, any person under age 21 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine as provided by ORS 167.400. Any person who distributes or sells or allows to be sold, tobacco in any form or a tobacco burning device, to a person under 21 years of age commits a Class A violation and is subject to a fine as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful manufacturing or 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 475.999.

First Offense – Possession and/or Use:

1-3 days of out-of-school suspension and possible referral to law enforcement

Second Offense – Possession and/or Use:

4-6 days of out-of-school suspension and possible referral to law enforcement

Third Offense – Possession and/or Use:

7-10 days of out-of-school suspension; possible referral to law enforcement; and expulsion is recommended

1st Offense – Sale or Transfer:

7-10 days of out-of-school suspension; possible referral to law enforcement; and expulsion is recommended

Alternative to Discipline:

As an alternative to discipline, students may be referred to a cessation and/or tobacco education class. Attendance at such classes not offered by the district will be voluntary. Any cost related to cessation classes is the responsibility of the student and their parents.

EDUCATION FOR ALL CHILDREN

The Jefferson School District complies with all state and federal laws and regulations regarding the free appropriate education of all children in the least restrictive environment. The district wants to locate and evaluate children under the age of 21 years who have significant learning, communication, physical, mental, emotional or behavioral challenges that impede educational progress so that appropriate services may be provided. Contact the building principal if you have concerns about your child's development.

While parents have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover resulting tuition or costs. The District will not pay for private services or tuition for any student unless required to do so by state or federal law. If a parent wishes the District to consider a publicly funded private placement or private services, the parent must give the District notice before removal from the District. Therefore, for any regular education, 504, or IDEA student parents must give notice either at the last IEP or 504 meeting prior to removal from the District, or in writing at least 10 business days prior to removal from the District. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the District, and the parent's request that the private service be funded by the District. Failure to provide notice may result in a denial of any subsequent reimbursement request.

EMERGENCY DRILLS

1. Instruction on fire, earthquake, safety threats, and drills for students shall be conducted for at least 30 minutes each school month.
2. Fire drills will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year.
3. At least two drills on earthquakes will be conducted each year for students in all grades. Drills and instruction on earthquake emergencies shall include the response procedure known as "drop, cover and hold on."
4. At least two drills on safety threats will be conducted each year for students in all grades. Drills and instruction on safety threats shall include procedures related to hold, secure, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.
5. A map/diagram of the fire escape route is posted near all classroom doorways and reviewed with students.
6. 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 shall 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.

EMERGENCY MEDICAL TREATMENT

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

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

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

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alternations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, and early dismissal of students.

The district will update the website www.jefferson14j.com if there is an emergency school closure or delay and parents will be notified via Parent Square. Local radio and television stations will also broadcast either a closure or delay of the school day. (Check stations for updates starting at 6:00am.) **DO NOT CONTACT SCHOOL OFFICES.**

EXCHANGE STUDENTS

The high school may accept a maximum of 10 full-year students from other nations from those exchange programs officially recognized by the Board. In addition, up to two students may be accepted at any one time from short-term programs at the discretion of the administrator. Exchange programs desiring to place a student the following school year must notify the principal by April 1 of the school year preceding the desired placement.

Exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

Exchange students must meet the regulations and expectations of local students, including the immunization requirements.

A certificate of attendance may be awarded at regular commencement exercises to all exchange students who successfully meet the necessary academic requirements during the year in which they attend.

EXTRA-CURRICULAR ACTIVITIES

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer. Interested students should contact the office for additional information.

FEES, FINES AND CHARGES

Materials that are part of the basic 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:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option

- of the student;
- 4. Personal physical education and athletic equipment and apparel;
- 5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
- 6. Student accident insurance and insurance on school-owned instruments;
- 7. Instrument rental and uniform maintenance;
- 8. Student identification cards (optional);
- 9. Fees for damaged library books and school owned equipment;
- 10. Lock or locker deposits or fees;
- 11. Field trips considered optional to the district's regular school program;
- 12. Admission fees for certain extracurricular activities;
- 13. Participation fees or "pay to play" for involvement in activities;
- 14. Class fees; and
- 15. School meal charges.

A written notice will be provided to the student and his/his parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The district may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. If the district goes to court to collect damages or fees owing and prevails, the district can collect its costs and reasonable attorney fees.

A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

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. Please be aware that any student with fines on their accounts will not be permitted to participate in sports, student activities, field trips, or the graduation ceremony.

Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

- 1. The district determines that the parent of a student is unable to pay the debt;
- 2. The payment of the debt could impact the health or safety of the student;
- 3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice;
- 4. There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

Some school fees may be paid through our online processing system, Meal Time. For more information: Please contact the fiscal office at (541) 327-3337 or visit the district's website at jefferson14j.com.

HIGH SCHOOL FEES

ASB Card / Class Dues	\$15.00 (\$4.00 goes to the student's graduating class)
Locker and Towel	\$5.00 (One time fee. <i>Non-refundable</i>)
Book and Incidental Security Fee	\$10.00 (One time fee. <i>Non-refundable</i>)
Electronic Device Use Fee	\$20.00 (one time fee. <i>Non-refundable</i>)
Agriculture, Welding, Woods, Band, Art	\$15.00 per semester

Spanish and 3D Printing	\$5.00 per semester
Food for Life	\$15.00 per semester, \$10 for Food Handler Certification
Athletic Registration Fee	\$125.00 per sport (\$250.00 maximum per year per student) Scholarships are available.
Senior Parking Space Painting	\$10.00

MIDDLE SCHOOL FEES

Elective Fee (each semester)	\$10.00
Band Instrument Fee (school year)	\$65.00
Summer Instrument Fee	\$20.00
Yearbook	\$15.00 (optional)
Athletic Registration Fee	Fees are collected through Jefferson Parks and Rec

FIELD TRIPS

Field trips are for the purpose of introducing and supplementing classroom learning experiences. 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 policy and such other rules as may be deemed appropriate by the field trip supervisor.

When a field trip is planned, a description of the trip will be sent home. Written permission is necessary for the student to leave the school grounds. A parent or guardian must sign the permission slip. Transportation will be provided as per district policy. Siblings of students may not accompany parents on field trips. High school students may be excluded from participating in a field trip due to lack of academic progress.

FLAG SALUTE

Students shall receive instruction in respect for the national flag and will be provided an opportunity to salute the United States flag at least once a week during the school year by reciting *The Pledge of Allegiance*. Individual students who do not participate in the salute must maintain a respectful silence during the salute.

FUNDRAISING

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least ten days before the event. All funds raised or collected by or for school approved student groups will be received, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school’s extracurricular activities program. The principal is responsible for administering student activity funds.

Non-School Fundraisers

Students are not allowed to sell candy, cookies, or other fundraiser items that are from non-school organizations at school.

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the district encourages students to become involved with district sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any illegal act or other violation of district policies.

GRADE CLASSIFICATION

After the ninth grade, students are classified by grade level according to the number of credits earned toward graduation.

GRADE REDUCTION AND CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability or an excused absence, as determined by district policy.

At the beginning of each school year or trimester, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

GRADUATION

Graduation Exercises

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma, or an alternative certificate including a student participating in a district-sponsored alternative education program and a student with disabilities receiving a document certifying successful completion of program requirements shall have the option to participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises.

A student shall be allowed to wear a dress uniform issued to the student by a branch of the U.S. Armed Forces if the student:

1. Qualifies to receive a high school diploma, a modified diploma, an extended diploma or an alternative certificate; and
2. Has completed basic training for, and is an active member of, a branch of the U.S. Armed Forces.

Graduating students will be allowed to wear Native American items of cultural significance.

A student may be denied participation in graduation exercises for conduct that violates board policy, administrative regulation

and/or code of conduct provisions.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee.

All seniors who graduate and want to participate in the graduation ceremony must meet the following attendance requirements:

- Maintain an 80% annual attendance rate during their senior year.
- Students that don't meet the above criteria will not participate in the graduation ceremony; however, they may appeal the decision. The appeal will be made to a team that will consist of a teacher, administrator, counselor and the attendance supervisor.

Graduation Requirements

The Board establishes graduation requirements for the awarding of a high school diploma, modified diploma, extended diploma and alternative certificate which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if they are 18 years of age or emancipated.

Students will have onsite access to the appropriate resources to achieve a diploma, modified diploma, extended diploma or alternative certificate at the high school. The district will provide age appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student the opportunity to pursue a diploma, a modified diploma, or an extended diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the above modified diploma or extended diploma requirements.

The district may award a modified diploma or extended diploma to a student only upon the recommendation of the school team and written consent of the student's parent or guardian. The student's school team shall be determined by the district and shall include the student's parent or guardian. The school team shall decide that a student should work toward a modified diploma no earlier than the end of the sixth grade and no later than the end of the tenth grade. A student's school team may formally decide to revise a modified diploma decision. The consent requirement does not apply to a student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified or extended diploma is awarded, or the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, extended diploma, or alternative certificate in either four years after starting the ninth grade or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, extended diploma or alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, extended diploma or alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and or years until the student reaches the age of 21.

A student in good standing who receives a modified diploma, extended diploma or alternative certificate including a student participating in a district-sponsored alternative education program and a student with disabilities receiving a document certifying successful completion of program requirements will have the option of participating in a high school graduation ceremony with the student's class.

A student who received a modified diploma, an extended diploma or alternative certificate shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student, and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school, unless reduced by the IEP team. See requirement for diploma options in Board policy IKF-AR.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an individualized education program (IEP) completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education ("FAPE") until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate or completion of a General Education Development (GED) document. The continuance of services for students with disabilities for a modified diploma, an extended diploma, or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

The district may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma. Students may opt-out of the Oregon statewide assessments in language arts and/or mathematics by completing the Oregon Department of Education's Opt-out Form and submitting the form to the district.

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 the Test Administration Manual or accompanying guidance; or results in a score that is invalid.

Students and their parents will be notified of graduation and diploma requirements. School Board Policy IKF-AR further explains our graduation requirements.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING, MENACING, TEEN DATING VIOLENCE, DOMESTIC VIOLENCE

At Jefferson School District we are very serious about creating a safe school environment for everyone. Hazing, harassment, intimidation, cyberbullying, bullying, menacing, or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district.

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation, bullying, cyberbullying, menacing, teen dating violence, or domestic violence, or otherwise participates in an investigation or inquiry is also strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of Board policy JFCF and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment (i.e., personal servitude; sexual stimulation/sexual assault; forced consumption of any drink, alcoholic beverage, drug, or controlled substance; forced exposure to the elements; forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article; or assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation, & bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected status of a person, and having the effect of:

1. Physically harming another person or damaging their property;
2. Knowingly placing another person in reasonable fear of physical harm or damage to their property; or
3. Creating a hostile educational environment including interfering with the psychological well being of a student or staff member.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” is:

- A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
- Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
- “Domestic violence” means:
- Abuse between family and/or household members, as those terms are described in ORS 107.705.
- “Cyberbullying” means:
- The use of any electronic communication device to harass, intimidate or bully.
- “Menacing” means:
- any act intended to place a district employee, student, or third party in fear of imminent serious physical injury.
- “Retaliation” means:
- any act of, including but not limited to, hazing, harassment, intimidation or bullying, menacing, or cyberbullying, teen dating violence, and acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting of, or participation in the investigation of, hazing, harassment, intimidation or bullying, menacing, teen dating violence, acts of cyberbullying, or retaliation.

The building principal will take reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence.

Any student who has knowledge of conduct in violation of Board policy JFCF or feels they have been subjected to an act of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or feel they have been a victim of teen dating violence in violation of this policy, is encouraged to immediately report their concerns to the building principal who has overall responsibility for all investigations. A report made by a student or volunteer may be made anonymously. A student may also

report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12. School board policies JFCF and JFCF-AR further explain our hazing, harassment, intimidation, bullying, menacing, cyber-bullying, teen dating and domestic violence policies.

The district shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying, or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356).

HEALTH SCREENINGS

Students receive health screenings each year in the areas of height, weight and vision. Hearing is screened in kindergarten and first grade and by request of the teacher or parent. If a problem is suspected in one of these areas, the student's parents are contacted.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process. Each teacher sets homework assignments for his/her class.

HOURS OF OPERATION

Elementary school hours are from 8:00am to 2:50pm except on Wednesdays when students are released at 1:20pm. Breakfast and supervision begin at 7:45am.

The middle school's first bell is at 7:50 and students are released at 3:05pm except on Wednesdays when students are released at 1:35pm. Supervision begins at 7:30am.

The high school's first bell is at 7:50am and students are released at 3:10pm except on Wednesdays when students are released at 1:40pm. Supervision begins at 7:30am. Middle and high school students may enter their buildings at 7:30am.

Children walking or arriving by bus will be supervised when they arrive at school (after 7:30am for middle and high school and 7:45am for elementary). Students who need to work with a teacher before or after school should make arrangements with staff in advance. Students participating in extracurricular activities or athletics are allowed in the school outside of regular student hours when they are under the direct supervision of an adult.

HUMAN SEXUALITY, AIDS/HIV AND SEXUALLY TRANSMITTED DISEASE INSTRUCTION

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

IMMIGRATION ENFORCEMENT ON DISTRICT PROPERTY

The district complies with state and federal law, including Oregon Revised Statute (ORS) 180.805 and ORS 181.826, and Jefferson School District policy KNA – Immigration Enforcement on District Property and accompanying administrative regulations KNA-AR(1) – Interactions with Immigration Enforcement and KNA-AR(2) – Federal Immigration Enforcement Request Log when responding to requests from federal immigration authorities regarding immigration enforcement. Absent a judicially authorized subpoena, warrant or court order, district staff

must not allow federal immigration authorities access to the district's records or facilities not open to the public for the purposes of immigration enforcement and must verify the validity of any subpoena, warrant or court order involving immigration enforcement presented to them by federal immigration authorities to ensure it is judicially authorized. Examples of judicial and administrative warrants and subpoenas can be found in the [Oregon Attorney General's Model Public School Policies](#). The superintendent must review and approve any response to a request involving immigration enforcement. The district will provide ongoing training to designated staff to ensure compliance with this policy.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for religious reasons or philosophical beliefs and/or a medical exemption, the student is not to be 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 may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

Required Immunizations

If shots are given on schedule from birth:

- 5 Diphtheria/Tetanus/Pertussis (DTaP)
- 4 Polio
- 1 Varicella
- 2 MMR or 2 Measles, 1 Mumps, 1 Rubella
- 4 HIB (recommended, but not required)
- 3 Hepatitis B
- 2 Hepatitis A
- 1 TDAP (Grades 7-12)

School Sports Participation

A student participating in extracurricular sports in grades 7 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination prior to their initial participation in a related district program. The required form is available at <https://www.osaa.org/governance/forms>, a copy may be obtained from a school office, or a form generated by the medical provider may be used if it meets requirements of law in OAR 581-021-0041.

LOCAL WELLNESS

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

LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers at any time. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials.

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

LOST AND FOUND

Each school has a lost and found area. It is the child's responsibility to care for their belongings. Labeling clothing with the child's name is helpful. Small lost and found items are kept in the office. Unclaimed clothing is donated to charity at the end of semester. Any articles found in the school or on district grounds should be turned in to the school office. Loss or suspected theft of personal or district property should be reported to the school office.

MEAL PROGRAMS

The district participates in the National School Lunch Program, School Breakfast Program, Summer Food Service Program, and Commodity Programs and offers free lunch and breakfast for all students.

Lunch and Breakfast

Jefferson schools prepare fresh, one hot breakfast and one lunch per day are available to students at no charge. Additional food/meals are at an additional cost to the student.

Parents are encouraged to eat lunch with their child at least once during the school year.

The district follows the United States Department of Agriculture (USDA) and Oregon Department of Education (ODE) Guidelines for the National School Lunch and School Breakfast Programs.

Detention During Meal Time:

Students who receive citations for misbehavior may serve 30 minutes of detention during lunch. Students may still choose their own meal or may bring their own lunch from home.

MEDIA ACCESS TO STUDENTS

Media representatives may be allowed to interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed, photographed or videotaped should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDICATIONS FOR STUDENTS AT SCHOOL

District Administered Medication

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life threatening allergic reaction or adrenal crisis (under proper notice given to the district by a student or student's parent or guardian), or a need to manage hypoglycemia, asthma, or diabetes.

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

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

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

A request to the district to administer non-prescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law. In situations when a licensed healthcare professional is not immediately available, trained personnel designated by the district may administer epinephrine pen, glucagon or other medications to a student as prescribed and/or allowed by Oregon law.

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

Pre-Measured Doses of Epinephrine

A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

Self-Medication

Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self administer, are permitted to self-medicate prescription and nonprescription medication upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
2. Permission from a building administrator and either a prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber. A student permitted to self-administer medication may be monitored by a designated personnel to monitor the student's response to the medication. All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication.

A request to allow a student to self-administer nonprescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of the law. Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosages; in these situations, the student may carry one package. Sharing or borrowing non-prescription or prescription medication of any kind is strictly prohibited. Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action. Contact the school office for additional information and forms.

For students who have been prescribed bronchodilators or epinephrine, staff will need to request from a parent that the parent provide back-up medication for emergency use by that student. Backup medication will be kept at the student's school in a location to which the student has immediate access.

PARENTAL INVOLVEMENT

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

1. Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district website at jefferson14j.com provides opportunities for

- learning more about the district;
- 3. Become a district volunteer. For further information, contact the principal;
- 4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to fundraisers, with its emphasis on instructional improvement.
- 5. Preschool children and/or siblings cannot accompany parents who volunteer in the classroom.
- 6. Observation requests by non-school personnel, will be limited to no more than 20 minutes per day.

PARENT RELATIONS

The Board encourages parents to be involved in their student's school affairs and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

1. Receiving and inspecting education records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody;
2. Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued. Unless provided by court order or a parental plan, a student shall not be released to the noncustodial parent nor shall the noncustodial parent be granted visitation or phone access during the school day. In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. The district will use reasonable methods to identify and authenticate the identity of both parents.

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 family;
- 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.

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 non-emergency, 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.

PARENTS MAKE A BIG DIFFERENCE

1. Make learning important in your family.
2. Help your child plan a study schedule.
3. Help supply study and organizational materials such as pens, pencils and sharpener, paper, notebook, etc.
4. Help your child choose a quiet, well lit study space.
5. Praise your child for constructive study habits, reinforce the importance of completing tasks and managing time.
6. Please do not call or text message your child during the school day. If you need to contact your child, please call the school office and leave a message.

PERSONAL PROPERTY

The district assumes no responsibility or liability for loss or damage to personal property brought to school. This includes: bicycles, clothing, toys, radios, cameras, eyeglasses, calculators, books, or other personal effects.

Insurance claims for lost or stolen property while on school grounds are the responsibility of the family. The district does not carry insurance for personal property of students.

Personal Electronic Devices

Student possession or use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours. A “personal electronic device” means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school’s network infrastructure. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds. This does not include laptop computers or other devices required to support academic activities.

If students bring a personal electronic device to school, they will be expected to keep them turned off (completely powered down, **NOT** just in sleep mode) and **put away** (in a locker, their vehicle, or backpack) for the **ENTIRE** school day - from the **FIRST** bell to the **LAST**. Personal electronic devices are not to be kept on the student’s person or in the student’s clothing.

Necessary communication during the school day while on school grounds between students and parents or guardians can be made through the school office.

The District will not be liable for personal electronic devices brought to district property and district sponsored activities. The district will not be liable for information/comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment.

Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the administration will be subject to disciplinary action. The device may be confiscated and will be released to the student at the end of the day or the student’s parent/guardian upon the discretion of the administrator.

The school will not assume responsibility for loss, theft, or damage to electronic devices. Parents are requested not to contact their child via cell phone during the school day.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Offenders will be reported to law enforcement and/or other appropriate state or federal agencies.

Personal Toys and Equipment

Students are discouraged from bringing toys and electronic equipment from home, and will be asked to keep these toys and devices in their lockers.

PHYSICAL EXAM: SCHOOL SPORTS PARTICIPATION

A student participating in extracurricular sports in grades 6 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination prior to their initial participation in a related district program. The form is to be completed and signed by a parent or guardian giving permission for the student to participate and signed by a medical provider authorized by law who has examined and evaluated the student. The completed form(s) must be returned to the school office. A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation.

A student who exhibits signs, symptoms or behaviors consistent with a concussion will not be allowed to participate in any licensed pursuant to ORS 677.100 - 677.228 has determined the student had not suffered a concussion. Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion.
2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion: and
3. The student has received a medical release form from a health care professional.

A student who continues to participate in extracurricular sports in grades 6 through 12 shall be required to complete a sports examination once every two years, thereafter.

PICTURES

The cost of school picture packets varies depending on the package selected. Check with the office regarding the picture schedule. Individual color pictures will be taken of each student, but picture packets will be printed only for students who have paid in advance. Picture retakes will be taken a few weeks later. Students who are not pleased with the first photograph may return the entire picture packet and have their picture retaken. Picture retakes will also be taken for students who were absent on the first picture day.

POSTERS

Signs, banners or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the teacher or principal. The district will determine if credit will be granted for any alternative activity.

PROGRAMS AND ASSEMBLIES

All attendees should be a courteous audience. Appreciation is shown by applause rather than yelling, whistling, or booing. Use of air horns is prohibited for all activities, programs or assemblies. To ensure a minimum amount of disturbance from the audience, students should not move from their seats once the presentation has started. A student who does not abide by the Student Code of Conduct during an assembly shall be subject to disciplinary action. A student's conduct in assemblies

must meet the same standard as in the classroom.

PROMOTION, RETENTION AND PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

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

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

REGISTRATION

For those registering after the designated registration dates in August of each year, it is district procedure to allow students to attend their first class on the day following their registration, except in the case of special education students.

REPORTS TO STUDENTS AND PARENTS

Written reports of student grades/progress shall be issued to parents at least annually informing parents of their student's progress toward achieving academic content standards. Parents will receive reports on their student's absences as well. Report cards/progress reports may be distributed to parents at parent/teacher conferences, sent home with children, or sent digitally through Parent Square unless a parent requests they be mailed. Report cards will be mailed to non-custodial parents upon request. The District's grading system shall be based on Board adopted course content and is designed to enable the student and parent to clearly know how well the student is achieving course requirements. Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

RESTRAINT OR 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, 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: description of the restraint or seclusion including:
 - a. The date of the restraint or seclusion;
 - b. The times the restraint or seclusion began and ended; and
 - c. The location of the incident. description of the student's activity that prompted the use of restraint or seclusion;
3. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
4. The names of District staff who administered the restraint or seclusion;

5. 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
6. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
7. 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.
8. The administrator will ensure written notice of the same to the superintendent.
9. An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.

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, 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 student occurs in relation to the use of restraint or seclusion;

1. Oral notification of the incident must be provided to the Oregon Department of Human Resource (DHS) and
2. Written notification of the incident must be provided to the 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.

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.

SAFETY

Safety Instruction

The teachers start the school year with instruction about bus, pedestrian, bicycle, fire, personal, and playground safety. The amount of instruction is geared to the age of the student, with refresher lessons being given throughout the year. Safety instruction also covers many other areas such as kites, electricity, fire drills, proper stairway travel, railroad crossing, etc.

Playground Safety Notice

The elementary school playground is not open to the public before or after school hours.

SCENT-FREE CAMPUS

Jefferson 14J is a scent-free campus. Students shall refrain from wearing and using colognes, perfumes, body sprays, etc.

SCHOOL SPORTS PARTICIPATION

A student participating in extracurricular sports in grades 7 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination prior to their initial participation in a related district program. The form is to be completed and signed by a parent or guardian giving permission for the student to participate and signed by a medical provider authorized by law who has examined and evaluated the student. The completed form(s) must be returned as directed.

A student who is subsequently diagnosed with a significant illness or has had major surgery is required to have a physical examination prior to further participation.

A student who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion will not be allowed to participate in any athletic event or training on that day, unless an athletic trainer licensed by the Board of Athletic Trainers or a physician licensed pursuant to ORS 677.100 - 677.228 has determined the student has not suffered a concussion.

Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion;
2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion; and
3. The student has received a medical release form from a health care professional.

A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a sports examination once every two years, thereafter.

SCHOOL PROPERTY (VANDALISM)

It is each student's responsibility to show respect for all school property. Any student who willfully damages or defaces school property will be disciplined and charged restitution for costs related to his/her acts.

The Board declares its intent to hold students and their parents responsible for the full costs of restitution including prosecution to the full extent of the law if such costs are not paid (ORS 339.260 and 339.270). Damage to district property will result in an expulsion hearing.

SEARCHES

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

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

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule. Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district. Law enforcement searches ordinarily shall be based upon a warrant. District officials will attempt to notify the student's parents in advance and will be present for all searches whenever possible.

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. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection. Items found which are evidence of a violation of law, policy, regulation or Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning of Students

If a law enforcement official is allowed to question or meet with 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 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 procedures and may prohibit district personnel from contacting parents.

SENIOR TRIPS

In-state senior trips require approval by the building principal. Requests for out-of-state or foreign travel shall be submitted to the Board for approval. Private groups and organizations may be permitted to use district facilities and equipment during non-school time to promote senior trips on the same basis as facilities and equipment are provided to others.

SPECIAL PROGRAMS

Bilingual Students (English Language Learners)

The school provides services for bilingual students (English Language Learners). A student or parent with questions about these programs should contact the building administrator.

Students with Disabilities

The school provides services for students with disabilities. A student or parent with questions about these programs should contact the building administrator.

Title 1A Services

The school provides services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review, and improvement of the school's Title 1A program efforts.

Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title 1A. Students or parents with questions should contact a building administrator or counselor.

STUDENT COUNCIL

Student representatives are chosen to participate in the Student Council. These students come together on a regular basis to consider activities and projects that will enhance the school experience from students' perspectives.

STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

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

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Permanent records are maintained in a minimum one hour fire-safe place in the office by the school registrar. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student's birth date;
4. Name of parents/guardians;
5. Date of entry into the school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school.

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

Access/Release of Education Records

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 years of age, unless the district is provided evidence that there is a court order or parental plan, state statute or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 years of age or older), may inspect and review education records during regular district hours.

Requests for Education Records

A parent or student may request to view or receive a copy of student records in accordance with Board policy JO/IGBAB – Education Records/Records of Students with Disabilities.

Moving to Another School

If your family finds it necessary to move to another school during the year, the following procedure should be followed:

1. Call the school office as far in advance as possible;
2. Send a note with each child to his/her teacher two or three days before departure;
3. Return all textbooks, library books, and other school property;
4. Pay all lunch/breakfast charges or other bills at the office;
5. Obtain a refund on meal balance.

Social Security Number

Providing a student's social security number is voluntary and will be included as part of the student's permanent record only if provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

Transfer of Education Records

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility, or youth care center in which the student was

formerly enrolled and shall request the student's education record.

The district shall transfer originals of all requested student education records relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

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

See *Fees, Fines, and Charges*. Records requested by another public charter school or district to determine the student's placement may not be withheld.

In addition to the special education records that this district maintains on your child(ren), state law requires that the Willamette Education Service District maintain special education records, if the ESD has participated in the assessment and/or service delivery of special education services to your child(ren). As a parent or eligible student you have the right to access the Willamette ESD files to:

- Inspect and review student's educational records;
- Request the amendment of the student's educational 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 these rules authorize disclosure without consent;

Pursuant to OAR 581-021-0410, file with the U.S. Department of Education a complaint under 34 CFR § 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Family Educational Rights and Privacy Act; and Obtain a copy of the policy adopted under OAR 581-021-0250 Willamette ESD policy relating to OAR 581-021-0250 is located in the office of the Special Programs Director at 2611 Pringle Rd SE, Salem, Oregon 97302-1533.

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The district shall appoint a hearings officer who shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the eligible student or student's parent; and
 - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

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

If, after such a hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or

eligible student may file a complaint with the Student Privacy Policy Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Student Privacy Policy Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

Notification of Intent to Destroy Student Records

According to Jefferson School District Records Policy IGBAB-AR, notice must be sent to parents or eligible students when personally identifiable information collected, maintained or used by the district is no longer needed to provide educational services to a student.

Student records are kept at least 5 years after a student is no longer in attendance in the district, at which time they are removed from storage and destroyed. When student records have been inactive for at least 5 years, the district will destroy all records, including cumulative and special programs files, unless the parent or eligible student has requested that records not be destroyed. If you have any questions about this process or wish to formally object to the destruction of the records, please contact the school principal or administrative assistant at the building your student attends. This contact must be made within 5 years of the last date of attendance at Jefferson School District 14J.

STUDENTS EXPERIENCING HOUSELESSNESS

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

For additional information concerning the rights of students and parents or students in homeless situations or assistance in accessing transportation service, contact Katrina Womack, the district’s liaison for homeless students.

STUDENT SUICIDE PREVENTION

The district publishes the required Student Suicide Prevention plan in accordance with law. The minimum requirements for the plan are published in Board policy JHH - Student Suicide Prevention. The plan is available upon request from the district office, from any school office, and is published on the district website: www.jefferson.14j.com.

STUDENT PUBLICATIONS AND MATERIALS

All aspects of K-8 school 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. On occasion, materials such as leaflets, newsletters, cartoons and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and free expression in an academic community. Materials may be reviewed by the administrator or may be restricted or prohibited pursuant to legitimate educational concerns in accordance with Board policy IB – Freedom of Expression and IGDB – Student Publications K-8.

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 and in accordance with Board policy IB – Freedom of Expression.

Other 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 nonstudent without the approval of the administration in compliance with board policy.

Other material 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 be near the sanction for approval of the district will not be allowed. All requests for such 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 superintendent. If the material is not approved by the superintendent within three days it will not be considered approved. The superintendent’s decision shall be final and binding on all parties.

SUPERVISION OF STUDENTS

Adult supervision is provided to students at school during regular school hours, while traveling on district provided vehicles to and from school and while engaged in district-sponsored activities. Non-High School students attending high school events are required to have a parent/guardian in attendance with them.

TALENTED AND GIFTED PROGRAM AND/OR SERVICES (TAG)

Identification of Talented and Gifted Students

The District serves academically talented and gifted students in grades K-12. The process of identification shall include at a minimum:

- 1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
- 2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student’s identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
- 3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:
 - a. Students who are racially/ethnically diverse;
 - b. Students experiencing disability;
 - c. Students who are culturally and/or linguistically diverse;
 - d. Students experiencing poverty; and
 - e. Students experiencing high mobility.
- 4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
- 5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team’s decision and the procedures and data used by the team to make the decision.

When a student is identified as TAG, the district shall inform parents of the programs and services available to their student and provide an opportunity for parents to provide input to, and discuss TAG instruction proposed for their student. The instruction provided shall be designed to accommodate the student’s assessed levels of learning and accelerated rates of learning. Parents may request the withdrawal of their student from TAG at any time.

Appeals

If a parent is dissatisfied with the identification process or placement of their student, they may submit an appeal through the accompanying administrative regulation, IGBBA-AR – Appeal Procedure for Talented and Gifted Student Identification and Placement.

Programs and Services

The district's TAG program and service options will be developed and based on the individual needs of the student.

TELEPHONE USE BY STUDENTS

Students are allowed to use the school telephone with office permission. They should not expect to use the phone for social arrangements. Parents should call the school office to speak with a student. As a reminder, students are not allowed to access cell phones during the school day.

THREATS

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass, or intimidate another. Additionally, false threats to damage school property will not be tolerated.

Students in violation of the district's Board policy JFCM – Threats of Violence will be subject to discipline up to and including expulsion, and may be subject to civil or criminal liability. The principal shall notify the parent or guardian when their student is in violation of this policy and the disciplinary action imposed.

TRANSCRIPT EVALUATION

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

TRANSPORTATION

Transportation from home to school and back home again is provided for all students whose residence is in excess of one (1) mile from the school or when conditions warrant it for safety reasons. Bus stops may be up to one (1) mile from a student's residence. 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.

Transportation Rules Governing Students Riding School Buses (OAR 581-53-010)

The following rules shall apply to student conduct on district transportation:

1. Students must cross in front of the bus or as instructed by the driver. Students must follow the instructions of the bus driver at all times.
2. Students may ride only their assigned bus. Any student who needs to ride a different bus must have written permission from parents or the school office.
3. Students must wait for the bus driver's signal before crossing the road.
4. Students may only bring on the bus objects that fit on their laps or under the seat. No glass objects or live animals-except approved assistance guide animals are allowed. No firearms, weapons, or other potentially hazardous materials on the bus.
5. Students may not stand while the bus is in motion; students must remain in their seats, facing forward, and keep the aisles clear during the bus ride.
6. Students must be quiet at railroad crossings.

7. Windows may not be opened more than half-way. Students shall not open windows without the permission of the driver.
8. Students may not damage the school bus or the property of others. Students must keep it clean.
9. Students may not eat, drink, or chew gum on the school bus.
10. Students may not chew, spit, or litter on the bus; no objects may be thrown on the bus or out the windows.
11. Students may not engage in fighting, wrestling, scuffling, pushing, tripping, boisterous activity or any other excessive mischief on the school bus.
12. Students must accept an assigned seat if instructed to do so by the bus driver.
13. Students may not create or participate in any disruptive activity that causes the bus driver to stop the bus.
14. Students shall use the emergency door only in case of emergency.
15. Students shall be on time for the bus both morning and evening.
16. Students shall not extend their hands, arms, or heads through the bus windows.
17. Students shall converse in normal tones; loud or vulgar language is prohibited.
18. Students shall be courteous to driver, to fellow pupils, and to passersby.
19. Students who refuse promptly to obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
20. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

Disciplinary Procedures for Violation of Transportation Rules

1. First Offense – Warning

Driver restates behavior expectations and issues a warning referral.

2. Second Offense

The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, parent, bus driver or transportation supervisor, and the principal.

3. Third Offense

The student receives a 5 – 10 day suspension, and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, parent, bus driver or transportation supervisor, and the principal. At this time a behavior contract will be made with the student, and permanent bus seat may be assigned.

4. Severe Violation: Further violations of bus regulations will be considered a severe violation.

Any severe violation will result in the immediate suspension of the student for a minimum of 10 days up to one year. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, bus driver or transportation supervisor, parent, and principal.

Disciplinary sanctions and changes in transportation for student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for eligible students under IDEA or the individually-designed program for eligible students under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of students with disabilities.

Coaches, Teachers and Chaperones:

1. Must have a copy of the bus regulations and know them before going on a trip, and
2. Must position themselves on the bus as to be in control of discipline at all times

VEHICLES ON CAMPUS

Vehicles parked on District property are under the jurisdiction of the District. The District requires that before parking privileges are granted:

- The student must show that they hold a valid driver's license;
- The vehicle is currently registered; and
- The student driving the vehicle is insured under a motor vehicle liability policy.

Additionally, the student must adhere to all school rules and regulations pertaining to speech, behavior, and conduct in and on their vehicle. Violations of vehicle policies may result in loss of privileges to park in student lots, loss of ability to bring vehicles onto school property, disciplinary actions, immobilization of auto (booting), or referral to law enforcement authorities.

Parking permits can be obtained by completing the JHS Parking Policy Form and turning it into the main office. A student will be issued a parking tag to display in the car.

- Students must drive in accordance with the traffic laws and in a responsible manner.
- Any observed reckless driving at a Jefferson School District parking lot may result in a revocation of the parking permit.
- Students may not access their vehicles in the parking lot during the school day unless a pass has been given by the Main Office (items should be kept in lockers)
- Students who are not seniors **may not leave** for off campus lunch
- Students may not sit in their car during school hours. This includes seniors who have off campus lunch. Seniors with off campus lunch must leave campus.
- Students are to park in the student parking area, within the lines of the parking space.
- Students are not permitted to park in spaces reserved for staff, the bus area, or any other space that is not a designated student parking spot.
- If a student is involved in an accident on school property, they are to notify the office.
- Vehicles may not display messages, language or symbols that disrupt the school learning environment.

In applying for a parking permit students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. In addition, the following regulations shall govern student vehicle use:

1. **ALL VEHICLES** driven to school must be registered with the school administration;
2. No student vehicles will be permitted to leave the school grounds during the school day without administrative approval;
3. School rules and local and state traffic laws must be followed when operating vehicles on or around the school grounds;
4. Vehicles are to be appropriately parked in the designated areas.
5. Students are to leave their vehicles locked and parked from the time they arrive in the morning until they leave in the evening.
6. This includes those who participate in after-school activities;
7. The vehicles in the parking area are OFF LIMITS to all students between arrival and departure unless permission to enter the area has been granted by the administration; this includes lunch time; All bicycles shall be parked in the bicycle racks or designated area; students under the age of 16 must wear a helmet as required by law.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations, or school rules.

Due to the inherent dangers to both participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, rollerblades, scooters, or similar devices on district grounds is prohibited. Skateboards, rollerblades, scooters,

or similar devices will be confiscated by school authorities and placed in the administrator’s office for parents to retrieve.

The district assumes no liability for loss or damage of personal property, including vehicles, bicycles, or skateboards, or to injuries caused in the use of them.

VISITORS WELCOMED

Parents and other visitors are encouraged to visit district schools. Upon arrival, ALL VISITORS **MUST** REPORT TO THE OFFICE. This is to ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are interested. ***Please call ahead to arrange to meet with teachers, a counselor, or an administrator.*** Students are not permitted to bring visitors to school during school hours.

VOLUNTEERS

There are several activities around the school that simply would not happen if it were not for this help. Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools’ instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

Any person authorized by the district for volunteer service within the district will be required to undergo a bi-annual Oregon criminal records check. Volunteers are encouraged to complete the online criminal background check as soon as possible to allow for processing. Volunteers may not perform services until background check results have been received by the district. Anyone interested in volunteering is encouraged to contact his or her students’ teacher or call the office for information. All volunteer applications must be completed online. There is no fee to submit a volunteer application.

Preschool children and/or siblings cannot accompany parents who volunteer in the classroom.

WELLNESS

Jefferson School District is taking proactive efforts to encourage students to make nutritious food choices.

In addition, a quality physical education program combined with opportunities for daily physical activity in co-curricular activities and recess are considered essential for all students as part of Jefferson’s Wellness Program.

Parents and community members can participate in the development, review, and implementation of the local school wellness policy. To share in the community conversation about healthier school environments, contact Sharon Short, Child Nutrition Director at sharon.short@jefferson.k12.or.us.

PARENT/STUDENT ACKNOWLEDGMENT

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

I understand and consent to the responsibilities outlined in the *Student Code of Conduct* as outlined in the Jefferson School District Student/Parent Handbook 2026-27. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation, including while traveling to and from school or at bus stops. I understand that should my student violate the Student Code of Conduct they shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

I understand that certain information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. This information can be released without parental consent, unless the student has been opted out.

“Directory information,” as defined by Oregon law, includes the student’s name, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

I also understand that the district is required by law to release secondary students’ names, addresses, and telephone numbers to military recruiters and institutions of higher education unless parents or eligible students request that the district withhold this information.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released, and my prior written, dated, and signed consent, unless otherwise permitted by law.

“Personally identifiable information,” as defined by law, includes, but is not limited to: the student’s name or the name of the student’s parents or other family member; the address of the student or student’s family; personal identifiers such as the student’s social security number, student identification number, or biometric record; a list of personal characteristics that would make the student’s identity easily traceable such as their date of birth, place of birth, and parent’s maiden name; information requested by a person who the district reasonably believes knows the identity of the student to whom the educational records relates; or other such information that would make the student’s identity easily traceable.

I understand that unless a parent or eligible student objects to the release of any or all directory information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media, and for such other purposes as deemed appropriate by the principal, and my secondary student’s name, address, and telephone number will be released upon a request made by military recruiters or institutions of higher education¹.

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.

I have checked the types of directory information the district designates, and which are listed below, that I wish the district to withhold:

- ☐ Student’s name
- ☐ Student’s photograph
- ☐ Student’s major field of study
- ☐ Participation in officially recognized activities and sports
- ☐ Weight and height of members of athletic teams

¹ In accordance with 20 U.S.C. § 7908 (a)(1), districts are required to disclose the names, addresses, school-issued electronic mail addresses and telephone listing to military recruiters and institutions of higher education even if not included in directory information, unless the student or parent submitted a request to the district that the student’s information not be released.

- ☐ Student's dates of attendance
- ☐ Student's degrees and awards received

_____ (initial) I do not authorize my secondary student's name, address, and telephone number be released to military recruiters.

_____ (initial) I do not authorize my secondary student's name, address, and telephone number be released to institutions of higher education.

By signing below, I acknowledge receipt and agree to abide by the *[insert the title of the student and parent handbook]*.

Parent Signature

Date

Student Signature

Date

The rest of this page is intentionally left blank.

JSD Parent/Student Technology RESPONSIBLE Use Form (RUF)

Grades 6-12

The JSD strongly believes in equipping our students with the skills and knowledge to become future-ready. We expect students to understand that using electronic devices is a privilege, and any privilege comes with responsibility. The following are the expectations for using devices at school or anytime students use school devices:

Digital Citizenship

I am responsible for modeling positive digital citizenship. I will treat people with dignity and kindness when using technology and online.

- I will be honest and ethical in all digital communications.
- I will be kind and avoid making threats, insulting, gossiping, or teasing others with cruelty while I am online or using a computer.
- I will credit authors or sources when using information or ideas that are not my own. Failure to properly cite my sources of information is called plagiarism and is a form of cheating.
- I understand that what I post may be seen by others at school and at home and that what is posted on the Internet can be seen by anyone in the world.
- I will not share personal information (either my own or another student's), including where I live, details about family or friends (including names), my age, birthday, home address, or phone number on the Internet.
- I will consider with whom I am communicating and think about how they might interpret my words.
- I will give constructive criticism and provide comments that help others feel supported.
- I will use respectful and appropriate language without swearing, name-calling, or causing others to feel uncomfortable due to their gender, race, appearance, behavior, or beliefs.
- I will fact-check information before I share it digitally.
- I will not impersonate others or try to trick people into thinking something I wrote was done by someone else.

Learning and Curiosity

I understand that school technology and networks are primarily provided to help support my learning and curiosity.

- I will use technology to learn new things.
- I will use technology to complete school activities or assignments.
- I will use my device to check information and verify its accuracy.
- I will give credit to the creators of any content I use that is not my own.
- I will engage in research to develop my knowledge and skills, aspiring to reach my full academic potential.

Personal Responsibility and Safety

I know that school computers and internet communication tools must be used properly and responsibly.

- If I find inappropriate content on the Internet, I will notify a staff member or a trusted adult, especially if I encounter any inappropriate material while completing an assignment.
- I will treat the Chromebook and all technology equipment from the school as if they belonged to me.
- I will respect the district network's security measures and only download apps or content I have permission to access.
- I will only log into the computer or network with my own username and password.

I understand that using any school technology, networks or personal devices at school is a privilege I must earn through responsible use.

When I use my device in a way that is inconsistent with this agreement, I will inform a trusted adult and ask them to help me make it right. If I can't consistently keep my part of this agreement, I understand that privileges may be temporarily removed and that I may face additional consequences.

I have read the above information and agree to the terms and conditions.

Student Signature_____ Date_____

JSD Parent/Student Chromebook Acceptable Use Form (AUF)

This Acceptable Use Form (AUF) informs and assigns primary responsibility for Jefferson School District-owned equipment to an authorized borrower. The borrower will be responsible for taking the necessary precautions to protect the equipment and storing it in a manner that provides adequate protection when it is not in use, thus not subjecting the equipment to possible theft or damage. **If it is determined that loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the equipment.**

1. The borrower is responsible for returning the Chromebook and all accessories in the same condition as (e.g., Chromebook and charging cable).
2. Students are not permitted to place any ornamental stickers on the Chromebook. Screensavers and desktop images are expected to display appropriate content.
3. Students must take responsibility for having their Chromebook prepared for class, which includes a charged battery.
4. Equipment cannot be loaned or transferred to a third party.
5. The borrower cannot modify the equipment in any way without written approval from the district.
6. Students are not to lend their Chromebooks to friends and/or family under any circumstances. No student may take another student's Chromebook. Students are not to touch, use, or alter another person's Chromebook in any manner.
7. The borrower will make the equipment available at any time at the district's request.
8. If loss or damage to the equipment/property occurs and it is determined that the loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the item(s). The borrower who checked the equipment out should reimburse the Jefferson School District at the fair market value of the equipment/property at the time of loss or damage.
9. If a Chromebook is damaged and needs repair, these will be the out-of-pocket costs for families:
 - a. Broken Screen Replacement - \$40
 - b. Complete Chromebook Replacement - \$250
 - c. Excessive Writing/Tagging/Artwork/Scratches Damage - \$10
 - d. Missing Charger - \$30
 - e. Sticker Removal Cost on Device - \$5 (per sticker)
10. If the repair/fine/fee amount due is not paid, it will become debt owed and will be included as part of the student's fee account charges. Any malicious destruction of property may be reported to the police and subject to total replacement costs.

I have read the above information and agree to the terms and conditions.

Parent Signature_____ Date_____

Student Signature_____ Date_____