

# JEFFERSON COUNTY SCHOOL DISTRICT RIGHTS AND RESPONSIBILITIES HANDBOOK 2016-2017

445 SE BUFF STREET  
MADRAS, OREGON 97741  
(541) 475-6192

Jefferson County School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act of 2008.

## **School Board Members:**

**Tom Norton Jr., Board Chair, Laurie Danzuka, Vice Chair, Stan Sullivan, Lyle Rehwinkel, Courtney Snead**

## **Regular School Board Meetings**

Regular meetings of the Board of Directors shall be held on the second and fourth Mondays of each month at 7:00 p.m. in the boardroom of the Administrative Support Services Building. The Board will meet in selected schools during the year. Meeting notifications are posted on the District Website.

**Superintendent: Rick Molitor**

## **SCHOOLS**

**Madras Elementary 210 SE 10<sup>th</sup> Street, Madras.....541-475-3520**  
**Principal.....Deborah Hunt**  
**Buff Elementary 375 SE Buff Street, Madras.....541-475-2457**  
**Principal.....Billie Jo White**  
**Warm Springs K-8 Academy, 50 Chukar Rd. Warm Springs.....541-553-1128**  
**Principal.....Ken Parshall**  
**Metolius Elementary 420 SW Butte Ave., Metolius.....541-546-3104**  
**Principal.....Adam Dietrich**  
**Big Muddy One Muddy Road, PO Box 220, Antelope, OR. 97701 .....541-475-6192**  
**Principal.....Melinda Boyle**  
**Jefferson County Middle School 1180 SE Kemper Way, Madras.....541-475-7253**  
**Principal.....Simon White**  
**Madras High School (MHS)390 SE 10<sup>th</sup> St, Madras.....541-475-7265**  
**Principal.....Mark Neffendorf**  
**Bridges Career and Technical High School 410 SW 4<sup>th</sup> St. Madras.....541-475-4820**  
**Principal.....Caron Smith**

## Contents

SCHOOLS .....	1
SCHOOL DISTRICT MISSION .....	2
INTRODUCTION .....	3
ACADEMICS.....	6
ENROLLMENT/ATTENDANCE .....	8
STUDENT CONDUCT AND DISCIPLINE.....	13
BUS TRANSPORTATION .....	19
SCHOOL ENVIRONMENT .....	20
STUDENT RECORDS.....	34
NOTIFICATIONS .....	36
SCHOOL BOARD POLICIES .....	37
School Board Policy BD: Board Meetings/Regular Board Meetings .....	37
School Board Policy GBK - Tobacco Free School .....	37
School Board Policy JFC - Rules for Student Conduct .....	38
School Board Policy JFCE/JFCEA - Secret Societies & Gang Activities.....	38
School Board Policy JCFM-Threats of violence .....	38
School Board Policy JFCF-HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING.....	39
School Board Policy JE-Attendance.....	39
School Board Policy JO-EDUCATION RECORDS .....	40
School Board Policy KL –Public Complaints.....	40
School Board Policy AC-Nondiscrimination .....	41
School Board Policy IIA-instructional resources/instructional materials .....	41
School Board Policy JFCEB-AR - Personal communication Devices and Social Media.....	41
SCHOOL BOARD POLICY JECBD & JECBD-AR – Homeless students.....	42
INDEX.....	44
IMPORTANT PHONE NUMBERS:.....	44
JEFFERSON COUNTY SCHOOL DISTRICT DIRECTORY:.....	45
SCHOOL CALENDAR.....	BACK COVER

### **SCHOOL DISTRICT MISSION**

**Uniting to Empower Culturally-Enhanced Learners to Shape the World**

#### **COMPLYING WITH THE ADA (Americans with Disabilities Act)**

If you have a disability and need this publication in an alternate format, please contact Darryl Smith at 541-475-6192

## INTRODUCTION

The material covered within this 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 state law, Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by state law, Board policy, administrative regulation, or collective bargaining agreement.

This handbook has been prepared so the parents of students attending our schools may know the programs and policies of the District. All students have rights. These rights carry related responsibilities on the part of each student. Students are charged with the responsibility to contribute to a positive educational climate, to actively participate in the prescribed learning activities, to use appropriate behaviors, and to protect their own rights and those of other people. Although these rights and responsibilities are applicable in a total society, this document relates to, and is in force for those times and events that are considered "school sponsored." A school sponsored activity is characterized by one or more of the following:

1. Any activity on school grounds and school facilities during published school hours.
2. Financing provided by or supervised by the school or school district.
3. Supervision in any form provided by school personnel, on or off school grounds.
4. Any activity that is the direct result of an in-school program.
5. An extended amount of class time taken to plan the activity.
6. Students using district provided transportation.

The District will follow Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR), and Jefferson County School District School Board Policy. Any information contained in this student handbook is subject to revision or elimination from time to time without notice.

Whenever individuals are assembled, there must be certain regulations and responsibilities. These responsibilities include regular school attendance, conscientious effort in classroom work, and adherence to school rules and regulations. We suggest that you read and discuss each of the topics in this book with your student so that he or she will better understand the expectations and procedures of our schools. We sincerely believe that, as parents, you play the most important role in helping to achieve and maintain a successful educational program. We invite your participation and welcome any suggestions you may have to help us better serve your children. We are pleased to welcome you and your family to our schools. The staff is here to serve the needs of your child and we encourage you to visit your child's school.

Questions that concern an issue in a particular school should first be addressed to that school and then, if necessary, directed to the appropriate supervisor or district administrator.

Please refer to the following websites:

Oregon Administrative Rules <http://arcweb.sos.state.or.us/banners/rules.htm>

Oregon Revised Statutes [https://www.oregonlegislature.gov/bills\\_laws/Pages/ORS.aspx](https://www.oregonlegislature.gov/bills_laws/Pages/ORS.aspx)

Jefferson County School District Board Policies <http://jcsd.k12.or.us/district/policy>

### **Student Responsibilities**

#### **Students have the RIGHT:**

- To receive a copy of the Student Rights and Responsibilities Handbook
- To appeal disciplinary decisions of staff and administration

#### **Students have the RESPONSIBILITY:**

- To read and become aware of contents of the Students Rights and Responsibilities Handbook.

- To follow staff directions, and to comply explicitly with requests from a teacher, administrator, school employee and/or school volunteer.
- To comply with rules of the School District.
- To promote a safe school environment by protecting their own rights and the rights of others.
- To seek the assistance of a school administrator for help in understanding any of the policies or expectations explained in this handbook.

## Parent Responsibilities

**Please Note:** Whenever the term parent or parents is used in this handbook, it shall also refer to legal guardian or person with power of attorney to act as a parent.

Education succeeds best when there is a strong partnership between home and school. The parent has the ultimate responsibility for the student's welfare. Parents help the student learn, exercise self-control and develop socially acceptable standards of behavior. The parent should know and understand the regulations which govern the student's activities and the possible consequences of not complying with those regulations. Parents are encouraged to attend back-to-school nights, Open House, parent/teacher conferences, school functions and classroom visitations. Parents should arrange class visits and appointments with teachers through established procedures with each school's administrative office. **During school hours all parents and visitors are required to sign-in at the main office and obtain a visitor's pass. The parent has the responsibility to ensure the student attends school regularly.** Parents have the responsibility to inform the school by phone or in writing of their child's absence and the reason. The student should be clean, in good health, free from communicable disease, in compliance with the requirements of Oregon's immunization law, and dressed appropriately. Parents have the responsibility to help their student(s) follow school rules as outlined in this Student Rights and Responsibilities Handbook.

## Volunteers

Every year a number of extra needs occur which are generously met by parents who donate time and energy. For example, parents work with teachers on projects; or help out in the classroom, library, or office. Parents become volunteers by being asked by the PTO, teacher, or other staff; or, by contacting the school or child's teacher to make known their availability. Volunteer forms are required to be filled out with a background check completed prior to volunteering.

## Visitor Sign-in

There is a "Visitor Sign-In" sheet in the office that should be used by all visitors to our schools (including parent volunteers). We ask that you sign in for several reasons no matter how short your visit will be:

- Student Building Security – We want to know at all times who is in our building and for what purpose.
- Emergency Evacuation – In case of an emergency, we want to be sure all persons are safely evacuated and accounted for.
- Disruptions – In an effort to reduce classroom interruptions, we ask that visitors check with the office. We will be happy to deliver notes, lunches, etc., to students at appropriate times.

Visitor passes will only be issued under the following conditions:

1. For visiting foreign exchange students.
2. For parents.
3. In other circumstances deemed appropriate by the administration.
4. *For visitors other than parents: No passes will be given during the first or last weeks of school, or during testing.*

Parents are welcome and encouraged to observe and assist in the classroom (after completing a background check per Board Policy IICC and Policy KK) as they have the opportunity, however, conferences with teachers and/or students must be prearranged. **Students are not allowed to visit schools they are not enrolled in during school hours.**

All visitors are required to wear a visitor badge. Administration will approve requests to visit as appropriate.

## **Parent Conferences**

Parent conferences are held two times each year. Dates, times, and locations will be published in school newsletters. Parents are encouraged to contact teachers regarding their child's academic or behavioral progress through email, by calling the school and speaking with the teacher, or by setting up an appointment to meet with the teacher.

## **Non-Smoking/Tobacco Use Prohibited**

Jefferson County School District is a tobacco-free district. All persons, including parents and visitors, are expected to comply with the non-smoking/non-tobacco use regulations of the school district at all activities held on school campuses. This includes the prohibition of chewing tobacco and "electronic cigarettes." \_\_\_\_\_ *Board Policy Reference: JE/JEA, JECAC, KGB, KK*

## **School Board & Superintendent Responsibilities**

The School Board, through the Superintendent, has the responsibility to provide a quality educational program, to close the racial achievement gap, to maintain well-qualified staff and give them full support in enforcing discipline that is consistent with District policies and regulations. The superintendent and school board expect school leaders to create discrimination-free environments and increase opportunities and access to all district programs.

\_\_\_\_\_ *Board Policy Reference: AE*

## **Staff Responsibilities**

Staff members of the school have the responsibility to guide a student's educational and behavioral experience while he/she is involved in school activities. All members of the staff shall work with the parents in a cooperative manner.

All staff members shall model by work and by personal example, their respect for law and school rules. A staff member's conduct and guidance should encourage within the student a desire to learn, a respect for honest work and an interest in various fields of knowledge. Staff members are expected to demonstrate the skills and knowledge needed to successfully serve the culturally diverse population of students enrolled in district schools. Staff members have an obligation to explain student responsibilities and to take appropriate action with those students who disobey outlined expectations. Staff members have a responsibility to demonstrate concern for the individual student. This will be reflected by methods of teaching and encouragement to students for achievement and responsible behavior. A staff member will be culturally aware, fair, firm and consistent in active enforcement of school regulations within the educational arena (i.e., classrooms, hallways, restrooms, cafeteria, media center, school buses, school grounds, etc.) not only during the school day, but at all school sponsored activities. The staff member shall demonstrate respect for parents, students and other staff members. All staff members share in the responsibility to maintain an orderly educational environment which includes the conditional use of physical restraint. School officials have authority, rights, duties, and responsibilities similar to parents with respect to student behavior in the school setting and at school-sponsored activities. The classroom teacher is responsible for maintaining and reporting accurate student attendance records. \_\_\_\_\_ *Board Policy Reference: GB, GB-AR(1)*

## **Building and District Administrator Responsibilities**

Principals, assistant principals, and district level administrators have the responsibility for providing leadership to staff and students in an effort to create the best possible teaching/learning situation. The administrator has a responsibility to carry out school district policies and regulations and to make these known to staff, students and parents. The administration also has the responsibility to maintain an environment conducive to orderly education which includes the use of physical restraint when reasonably necessary. Like teachers and parents, administrators have the responsibility to be an example for students by showing respect for law and order, and by demonstrating self-discipline and concern for all persons under their authority. Administrators have the responsibility to provide a culturally appropriate learning environment. Administrators will be fair, firm and consistent, maintain open lines of communication and demonstrate respect in decisions affecting students.

In regard to disciplinary action, administrators should confer with teachers, counselors and students, when appropriate. Administrators should communicate with parents to establish procedures to improve student behavior when needed. Administrators shall follow processes as outlined in District regulations, inform parents or guardians of actions and related policies involving their student (including but not limited to the appeal process) and maintain records of disciplinary actions. \_\_\_\_\_ *Board Policy Reference: GB, GB-AR(1), JG-AR(1)*

## **ACADEMICS**

### **Students have the RIGHT:**

- To be informed of, and to participate in, an appropriate course of studies.
- To be informed of the teachers' expectations for them in their classes.
- To be informed of their academic progress or changes in grade status.

### **Students have the RESPONSIBILITY:**

- To participate in class and do the assigned work in a timely manner.
- To monitor their own academic performance.
- To behave in a manner that does not disrupt the academic environment.
- To demonstrate a high degree of academic integrity.
- To refrain from print or electronic plagiarism, copyright infringement or any other kind of cheating.

The primary purpose of public education is the education of the youth of the community. The students have the right to an appropriate education, and the responsibility to be actively involved in the learning process. "Public school students shall comply with rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks and submit to the teachers' authority" [ORS 339.250 (1)].

### **Report Cards**

Students will receive report cards after each grading period (please reference the district calendar on the back of this handbook). Parents are encouraged to contact the school to set up a conference with their student's teachers when they feel it is necessary. For parents of students at JCMS, upper grades at the Warm Springs K-8 Academy, and MHS, interim grades can be accessed via web based grading programs via the District website at <http://www.jcsd.k12.or.us>

### **Special Programs**

To help meet the many and diverse needs of our student population, several classes are offered. Enrollment in any of these is based on student need.

- Education Resource Center (ERC) – Provides individual and/or small group instruction for those students who qualify for an Individual Education Plan (IEP).
- Title 1A – Provides individualized or small group instruction in reading.
- Speech – For students identified as having communication needs, which require small group or individual help.
- Talented and Gifted (TAG) – A program offered for children with very high level academic abilities.
- Library Media Services – The library media center is open most days for student use. We appreciate parents help in getting books returned on time. Parents are welcome to contact the library media assistant to help select books or other materials for their children, or to discuss the library media program.
- Counseling – for students needing guidance in social, academic and/or personal adjustment/issues.
- ESL/ELL – Provides assistance to English Language Learners in English language development.

### **Graduation Requirements**

The following are current graduation requirements and are subject to change.

1. Attendance: Four years of full-time enrollment in grades 9 through 12 are required.
2. Essential Skills
3. One class taken for one semester receives one-half (0.50) credit. Credits must be earned in specific areas. Madras High School Staff will notify students and parents of graduation requirements.
4. Students who have a documented history of the inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the student or a documented history of a medical condition that creates a barrier to achievement may be eligible for one of the following exit options: Modified Diploma (24 credits), 509-J Diploma (24 credits), Extended Diploma (24 credits), and Alternative Certificate. Contact your counselor or case manager for more information about these exit options.

Students must have successfully completed the required academic credits according to Policy IKF and complied with all academic, attendance, and behavioral graduation requirements in order to participate in commencement exercises. \_\_\_\_\_ *Board Policy Reference: IK, IKF*

### **Alternative Education Programs**

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs **may** be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards. Alternative programs offered are dependent upon funding resources. Home schooling shall not be used as an alternative education program placement.

#### In-District Alternative Education Programs

1. Tutorial instruction;
2. Small group instruction;
3. Large group instruction;
4. Personal growth and development instruction;
5. Counseling and guidance;
6. Computer-assisted instruction;
7. Supervised community service activities performed as part of the instructional program;
8. Supervised independent study in accordance with a student's educational goals; and
9. Expanded Options Program.

### **Academic Honesty**

Jefferson County School district policies support an environment that teaches and supports honesty and integrity. Academic dishonesty harms the student who is dishonest resulting in a false evaluation of his or her performance and the mastery of the subject matter. Second, it harms other students by lowering the value of their honest achievement. Most importantly, it violates the basic integrity of a high school diploma, which certifies to the general public that the student has in fact, mastered the knowledge, and skills necessary to complete graduation requirements. For these reasons, cheating and plagiarism are unacceptable. What constitutes academic cheating?

- **Cheating and fabrication:** When a student misrepresents that he or she has mastered information or falsifies information, which includes copying from another's paper and using unauthorized materials during a test, or changing a grade or score.
- **Plagiarism:** The suggestion that someone else's words, ideas, or research data are your own academic work. This includes failing to use references, quotations marks, or footnotes when using other sources of information. A good example of this is copying information from the internet/web page and presenting it as your own work.
- **Assisting in dishonesty:** Helping another person to cheat by giving away answers to a test or assignments, taking an exam for someone, or selling/buying answers to tests or assignments.

Disciplinary actions for academic dishonesty may include loss of credit for an assignment or test, and/or referring the matter to school administrators for further disciplinary action. Teachers will convey their individual policies regarding this issue to students in course syllabi/course expectations.

### **Physical Education**

PE (physical education) classes are a normal part of the curriculum. The elementary schools require all students to wear gym shoes for physical education classes. This is a safety measure. Students may be excused from PE only with a doctor's note. A note from a parent for illness or injury allows the student to participate in a "modified" PE activity for up to 3 days. In grades 6-12, the student must still "dress-down" for PE even with a note from a parent. If the illness or injury persists beyond the three days, the student must have a note from a physician releasing the student from PE activity. PE makeup activities are required for middle and high school students.

### **Field Trips**

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules (i.e. dress code), applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

### **Counseling**

If a student is having a problem and needs help, or if they just want to talk to someone, they may request to see a counselor, principal, assistant principal or specialist. Students should not go to the counseling office without permission. The student should fill out a 'request' form located in the office. The student will be notified when an appropriate time is available.

### **Athletic/Extracurricular Activities**

Middle and High School students, regardless of their ability levels, are encouraged to take part in extracurricular activities and many worthwhile learning experiences such as student government, clubs, organizations, athletics and other activities. Interested students should contact the Athletics and Activities office for additional information. Students participating in after school activities must be with the assigned staff supervisor. Students participating in extra-curricular activities may be required to maintain certain behavioral and academic standards. Students are responsible for communicating with their parents regarding events and transportation. The fee for participation in high school athletics is \$65 per student per sport with a maximum of \$350 per year per family. The fee is to be paid at the MHS business office and is due prior to the first contest. Any parent who believes payment of the fee would create a severe hardship may apply for a full or partial waiver. To apply for the waiver of fees on a confidential basis please contact the athletic director. Student athletes must have a valid physical prior to participation in any sport, and must adhere to all rules and policies set forth in the athletic handbook. \_\_\_\_\_ *Board Policy Reference: IGDJ-AR*

## **ENROLLMENT/ATTENDANCE**

### **Students have the RIGHT:**

- To attend school if they have reached the age of five by September 1 (early entry may be considered for students who demonstrate exceptional ability in several readiness skills), and have not completed graduation requirements nor reached the age of 19, and have not been expelled from school. If a student's 19th birthday occurs during the school year he/she shall continue to be eligible for the remainder of the school year. Students may attend school until the age of 21 if the student is receiving special education or is shown to be in need of additional education in order to receive a diploma (ORS 339.115). Students must also meet immunization requirements to attend school.
- To receive information about alternative education programs when erratic attendance or serious disciplinary issues are keeping the student from benefitting from his/her educational program [ORS 339.250(9-11), 339.252 and OAR 581-021-0071].
- To be presented with a verbal or written statement of any charges/accusations against them.
- To be given the opportunity to be heard and present his/her view of the occurrence.



- To all **due process** guarantees contained in the school district's stated procedure for suspension and/or expulsion.
- To expect reasonable consequences as a disciplinary measure for non-compliance with school rules and regulations as outlined in this handbook.

**Students have the RESPONSIBILITY:**

- To comply with school rules and regulations at school and at all school related activities as outlined in the introduction of this handbook.
- To follow staff directions, and to comply explicitly with requests from a teacher, administrator, school employee and/or school volunteer.
- To attend school in the attendance area in which they reside, or to apply to a different school within "School Choice" guidelines. Students may inquire about the "School Choice" process through a building administrator.
- To attend classes on all scheduled school days at the school in which they are enrolled.
- To be punctual and observe policies governing absences or late arrivals. Parents have the responsibility to inform the school by phone or in writing of their child's absence and the reason.
- To obey all federal, state, and local laws.
- To submit to the lawful authority of school personnel.
- To conduct themselves individually and collectively in an orderly fashion.

**Admission**

In addition to age, academic, immunization, and other eligibility prerequisites for admission, the District may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the District, or who applies for admission to the District as a non-resident student. Alternative education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

**Immunizations**

Oregon law requires evidence of immunization or a medical or religious exemption for each child as a condition of attendance in any school and requires exclusion from school attendance until such requirements are met. A new student must provide a signed certification of immunization status form documenting either evidence of immunization or religious and/or medical exemption. A transferring student must provide evidence of immunization or exemption(s) within 30 days of initial enrollment. Finally, a student currently enrolled shall not be allowed to continue in attendance without complete evidence of immunization or exemptions(s).

**Social Security Numbers**

The School District is required by law to inform you about our use of student Social Security numbers (SSN). At the start of the school year, you will be asked to voluntarily provide the SSN of your child to the school. The purpose for this request is to assist the school in record keeping, research, and reporting purposes only. The School District will not use the SSN to make decisions directly affecting your child or any other individual. Your student's SSN will be used only for statistical purposes as listed above. State and Federal law protects the privacy of your student's records.

**Intra-district Transfer Students (Elementary Students)**

Students are generally expected to attend the school in the attendance area in which their parents or legal guardians reside, referred to in this policy as the "home school." Attendance areas provide a balance among the number of students, available classrooms, and teaching staff. The district strives to assure that the educational programs and opportunities within the district's schools are comparable. When an undue hardship exists, exceptions will be considered based upon parent/guardian request and/or district need in accordance with these procedures. Transfers in attendance areas may be granted for any of the following:

**Placement of Student in District Program**

The district chooses to locate a number of district-wide programs at specific schools. Placement in these programs is made in accordance with the student's educational needs, qualifications, and space available regardless of the student's attendance area.

#### **District-initiated Transfers**

In rare situations, where student enrollment substantially exceeds space and/or staffing available, the district may need to transfer a student to another school. If a transfer is necessary, the district will make every effort to work with parents and/or guardians to assure as smooth a transition as possible. If space becomes available in the student's home school, a student which is subject to an in-district transfer will have the first right of returning to the home school. The district may provide student transportation to the new school in cases of district-initiated transfers.

#### **Parent-initiated Transfers**

A parent/guardian may request a change in attendance area when an undue hardship is placed upon the student or parent to attend their home school. Approval or denial of requests will be made jointly by home school and receiving school principals based upon student needs, space available in the school and the particular grade or program, impact on enrollment balance between the schools, and appropriateness of the program. Student educational and behavioral records may be reviewed. **When attendance area changes are granted, student transportation to and from school is the responsibility of the parents and will not be transported on school buses.**

Attendance, behavior, or tardiness problems may be grounds for revoking the approval. Approved transfers expire at the end of the current school year. Once a student has transferred, he/she must remain at the transfer school for the remainder of that school year unless an unforeseen hardship arises. \_\_\_\_\_ *Board Policy/ORS/OAR Reference: JECBB, JECBB-AR*

### **Attendance**

Regular school attendance is essential to success in school. Good attendance and good grades go hand in hand. Parents are asked to phone the school whenever their child is absent. Illness for a medically related reason is the only automatically excused absence from school. When a student is absent for any reason, a written explanation by the parent or guardian is requested when the child returns to school. Most schools use an automated calling system to notify you that your student has been absent AND you have not contacted the school prior to the call. Parents are responsible for school attendance of any child between the ages of 6 and 18 years who has not completed the 12th grade (ORS 339.020). Jefferson County School District follows ORS 339.065(2) in regard to attendance. School Administrators or their designee have the sole discretion to excuse absences based upon the law. The law states: "An absence may be excused by a principal if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or designee may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence." Failure to give a valid reason for an absence renders the student truant from school and may result in detention or suspension. Any student who is not in class when the class begins will be marked unexcused until the teacher receives official notification that the absence is excused. An unexcused absence is **truancy**. The principal or designee may also excuse an absence for other reasons where satisfactory arrangements are made in advance of the absence.

The following are examples of **unexcused absences**: babysitting, working, home chores, hair appointments, shopping, waking up late, or missing the bus.

The following procedures should be followed regarding attendance:

1. Students are to arrive at school in time to be in class when school starts. Students will not be supervised on school grounds before the time designated by each school. Each school has developed procedures for students who are tardy to class. Students arriving late to school must check in at the office before going to class.
2. When there is an absence, the parent or guardian should provide a written excuse or phone call explaining the absence. The school has the final responsibility to decide if an absence is excused or unexcused, as provided for by state law.

3. It is the **student's responsibility** to request make-up work for any days the student was absent.
4. Students **MUST** be present at school all in order to participate in a school activity or sporting event. (A partial absence may be prearranged for medical or religious reasons with the approval of the athletic director or principal—please refer to the athletic handbook).
5. Students with unexcused absences and/or tardies may be subject to school discipline. **Oregon compulsory attendance** laws state that any student who misses more than eight one-half days of school, or the equivalent, in a 20 day period is in violation of state law. School staff will monitor and report violations of the state compulsory attendance law.

Any parent or guardian 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 a citation by the district for the student's failure to attend school. Violation is a Class C violation of law and is punishable by a court imposed fine up to \$150 as provided by ORS 339.925. Prior to being cited, the district will notify the parent(s) or guardian(s) in writing that, in accordance with law, a conference with the superintendent, the non-attending student, and his/her parent(s) or guardian(s) has been scheduled to discuss attendance requirements.

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*Board Policy/ORS/OAR Reference: JED, JED-AR*

### **Make-Up Assignments**

If you have been absent, excused or unexcused, it is your responsibility to make arrangements with all of your teachers for any make-up assignments that may be available.

1. Where make-up work is permitted (**excused absences**), a number of days equal to the number of days missed as a minimum will be allowed students as time to make up their work missed. Individual teachers may establish their own make-up procedures which allow students the opportunity to earned missed points.
2. Students may request and be given make-up work for credit prior to or following an excused absence whenever make-up work is appropriate, feasible, and completed in a timely manner.
3. Student's grades may not be lowered solely due to excused absences.
4. Teachers are not required to prepare or accept make-up assignments for unexcused absences.

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*Board Policy Reference: IK-AR, IKAD, JED*

### **Irregular Attendance**

1. Eight unexcused one-half days absences in any four week period is considered irregular attendance and may cause the student to be referred to the district attendance officer.
2. Upon accumulation of six days of absence per semester, a letter will be sent to the parents. The student may be referred to the attendance officer.
3. The principal or designee will determine whether an absence is excused or unexcused at the time of pre-arrangement or upon communication with parents following the absence.
4. District paid home tutors may be available for students with an extended illness.
5. Parents and students will be afforded due process and appeals procedures.
6. Students who have been absent for **10** consecutive days are, by law, **dropped** from school rolls. Dropped students are in violation of the compulsory attendance laws and are reported to the Oregon Department of Education. This DOES NOT release them from the requirement to attend school. Upon return, these students may be required to re-enroll. Educational placement will be at the discretion of the District.

Exceptions to attendance requirements may be granted as provided for in Oregon Revised Statutes. When possible, counseling and home teaching will be provided for students with prolonged disabilities.

### **Early Release (Getting Checked Out From School)**

Students who need to leave school early (i.e. Dr. Appt), should bring a signed note from their parents requesting permission to leave early (the note should state the reason). **NO STUDENT**

WILL BE RELEASED TO ANYONE WHOSE NAME IS NOT ON OUR SCHOOL'S STUDENT RECORD INFORMATION!

### **Communicable Diseases**

Students who have communicable diseases are excluded from school until permitted to return by a health official. Should a student become ill at school, the parents will be asked to pick up their child. Please have updated medical information on the registration form and the name of an alternative person to call if you are not available. In the event of a serious injury, parents are contacted for direction; and if not available, medical assistance is obtained.

THE HEALTH DEPARTMENT RECOMMENDS THAT YOU KEEP YOUR CHILD HOME IF THEY HAVE BEEN VOMITING, HAD DIARRHEA, OR A FEVER; PLEASE KEEP THEM HOME FOR 24 HOURS AFTER THE CONDITION HAS PASSED. THIS PRACTICE WILL LIMIT OTHER STUDENTS FROM EXPOSURE TO A POTENTIAL CONTAGIOUS CONDITION.

### **Emergency Dismissal**

Emergencies can arise which require the students to be bused home early without warning to parents. The District will only send students home early as a last resort, but we do need parents and students to have a plan for this type of emergency,. We suggest at minimum the following:

1. The student needs to know the adult they are expected to notify upon returning home and what routine you expect them to follow.
2. That you and your student(s) practice the established routine.

### **Emergency School Closure**

The Board of Directors authorizes the superintendent to close district schools, to delay the beginning of school, or to dismiss school early in the event of hazardous weather or other emergencies that threaten the health and/or safety of students and staff. Only schools affected by hazardous or emergency conditions shall be closed. In the event of changing weather conditions, the superintendent may delay or cancel the opening of school on affected days to avoid hazardous road conditions. This decision is normally made before 6:00 a.m., but can sometimes come later. Typically, when school is delayed, it is a two hour delay. All schools routines, including bus routes, supervision, breakfast, schedules, will start two hours after their regular times.

Students, parents, and staff will be informed of any decision to delay the start of school, cancel school for the day, or dismiss early by announcement using an automated calling system (it is very important to keep your phone number up to date with your student's school). The information will also be given to Central Oregon radio and TV stations for public broadcast. In the event of continuing hazardous conditions, an announcement will be made each morning when schools will be closed. **No announcement means that schools will be open.** When schools are closed for emergency reasons, all activities within the school will be cancelled.

### **Change in Normal Routine**

Send a note to the teacher for any special request or change in your child's normal routine. Notes are preferable to phone calls because they are in writing and serve as a ready reference. If your student is to ride a different bus home from school, he/she **MUST** bring a note from home. **Students are not allowed to ride a different bus without parent permission. Any changes in the normal routine must be communicated before 1:30. Office staff will not call back or hold buses to remove a student from the bus. The student will follow the normal routine and will be dropped off at their regular bus stop.**

### **Messages for Students**

Although we strongly recommend that instructions to your student be arranged at home before school, we realize that sometimes messages must be given to students during the school day. **IF YOU MUST GET A MESSAGE TO YOUR CHILD, PLEASE CALL THE SCHOOL BEFORE 1:30 P.M. AND WE WILL DO OUR BEST TO GET THE MESSAGE DELIVERED BEFORE THE END OF THE SCHOOL DAY.**

## STUDENT CONDUCT AND DISCIPLINE

District policy regarding discipline is meant to create a safe environment that promotes learning, and helps all students be academically and socially successful.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, in-school suspension, out of school suspension, expulsion, loss of privileges, honors and awards. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered as well. In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol and/or tobacco-related offenses, bullying/harassment or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

### Student Behavior Expectations

Area	Be Safe	Be Respectful	Be Responsible
<b>Office</b>	<ul style="list-style-type: none"> <li>• Hands &amp; feet to self</li> <li>• Walk</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voice</li> <li>• Wait patiently</li> <li>• Use respectful words &amp; tone with others</li> </ul>	<ul style="list-style-type: none"> <li>• Check in before entering</li> <li>• When finished, return to class promptly</li> <li>• Come with a pass</li> <li>• Take care of office business at appropriate time</li> </ul>
<b>Bus Area Parking Lot Bike Racks</b>	<ul style="list-style-type: none"> <li>• Stay in designated area</li> <li>• Hands &amp; feet to self</li> <li>• Walk</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Keep bag/belongings with you</li> <li>• Line up single file at bus</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Hands &amp; feet to self</li> <li>• Enter &amp; exit peacefully</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voice</li> <li>• Respect others' space</li> <li>• Share equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Return material by due date</li> <li>• Please, no food, drink or gum</li> <li>• Push in chairs before leaving</li> </ul>
<b>Hallways and Stairs</b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Watch where you are going</li> <li>• Go with the flow</li> </ul>	<ul style="list-style-type: none"> <li>• Use drinking fountains appropriately</li> <li>• Clean up after yourself</li> <li>• Use quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>• Have a pass &amp; go directly to destination</li> <li>• Return to class in a timely manner</li> <li>• Stay in assigned locations</li> </ul>
<b>Gym/ Playground</b>	<ul style="list-style-type: none"> <li>• Play safe</li> <li>• Hands &amp; feet to self</li> <li>• Use equipment appropriately</li> <li>• No Horseplay</li> </ul>	<ul style="list-style-type: none"> <li>• Use proper language</li> <li>• Share equipment &amp; space</li> <li>• Good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>• Return equipment</li> <li>• Stop playing when directed 1<sup>st</sup> time</li> <li>• Follow directions first time</li> </ul>
<b>Computer Lab</b>	<ul style="list-style-type: none"> <li>• Use chairs &amp; tables appropriately</li> <li>• Please, no food, drink, gum or seeds</li> <li>• Enter &amp; exit peacefully</li> </ul>	<ul style="list-style-type: none"> <li>• Respect property: yours, others' &amp; school's</li> <li>• Be patient &amp; wait your turn</li> <li>• Use proper voice level &amp; tone.</li> <li>• Remember to say</li> </ul>	<ul style="list-style-type: none"> <li>• Use only appropriate computer programs or sites</li> <li>• Print only what is needed</li> <li>• Leave computer as you found it</li> <li>• Stay on task</li> </ul>

		"please", "thank you" and "excuse me"	
<b>Commons/ Lunchroom</b>	<ul style="list-style-type: none"> <li>• Walk safely &amp; slowly</li> <li>• Hands &amp; feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Listen &amp; follow directions</li> <li>• Use polite manners</li> <li>• Respect others' personal space in line &amp; at table</li> <li>• Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>• Stand in a single-file line</li> <li>• Keep your area clean</li> <li>• Dump trays</li> <li>• Use food appropriately</li> <li>• Help keep cafeteria clean for all</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Keep water off floor</li> <li>• Report problems to an adult</li> <li>• Wash hands with soap</li> <li>• Hands &amp; feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Return to classroom promptly</li> <li>• Leave area clean</li> <li>• Treat people with respect</li> </ul>	<ul style="list-style-type: none"> <li>• Give people privacy</li> <li>• Use facilities appropriately</li> </ul>
<b>Assemblies and Special Events</b>	<ul style="list-style-type: none"> <li>• Move safely to designated area</li> <li>• Sit quietly during presentation</li> <li>• Wait for dismissal instructions</li> <li>• No Horseplay</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on presentation</li> <li>• Applaud appropriately</li> <li>• Always be encouraging</li> <li>• Be silent when signaled</li> <li>• Comment to neighbors only at appropriate times</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good participant</li> <li>• Meet personal needs before assembly</li> <li>• Take responsibility for your actions</li> </ul>

**A staff member is authorized to employ appropriate physical force when, in his or her professional judgment, the physical force is necessary to prevent a student from harming self, others or doing harm to district property.**

### **Bullying/Harassment/Fighting/Teen Dating Violence**

**Students and adults are entitled to an environment without harassment or menacing. Harassment includes intentionally annoying another either verbally, written, (on paper or electronically), or by physical contact. Menacing includes attempting to place another person in fear of serious injury.**

It is the District's policy that students and adults exist together in an environment free of sexual harassment from fellow students and adults. Sexual advances--made with the stated or implied threat that if the advances are resisted or rejected, there will be work or school related reprisals--are considered sexual harassment. The creation of a hostile or uncomfortable environment due to uninvited, unwelcomed, personally offensive sexual attention is also considered sexual harassment. (Refer to Title VII of the 1964 Civil Rights Act.) Teen dating violence means: 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. Students and adults who engage in such activities can expect to be held responsible and disciplined for their actions in addition to the possibility of civil and legal action being taken against them and their families. If you are the victim of any type of harassment, menacing, or teen dating violence, inform your parent(s) and immediately report the incident to the building principal. Retaliation against an individual who has filed a harassment complaint, participated in a harassment investigation and/or proceeding, or filed a teen dating violence complaint, is prohibited.

A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

Bullying, Harassment, Intimidation, Hazing, or any form of teen dating violence is strictly prohibited. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion and referral to law enforcement. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

### **Fighting**

All students are entitled to attend school in an environment where fighting or physical violence of any kind does not occur. Students who promote or become involved in such activities can expect to be held responsible and disciplined for their actions in addition to the possibility of civil and legal action being taken against them and their families. A person commits the crime of riot if, while participating with five or more other persons, the person engages in tumultuous and violent conduct and thereby intentionally or recklessly creates a grave risk of causing public alarm. School officials will attempt to protect the anonymity of any student who reports or comes forward with information regarding violations of this handbook or other school rules but complete anonymity may not be possible in all circumstances.

### **Cyberbullying**

The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as "cyberbullying," by students, staff or third parties is prohibited and will not be tolerated in Jefferson County School District 509J. "Cyberbullying" is the use of any electronic communication device to convey a message (text or image or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner, which disrupts or prevents a safe and positive educational or working environment. Students and staff will refrain from using personal communication devices or district property to harass or stalk another. Jefferson County School District 509J will take any report of cyberbullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal, who will take appropriate action. Students who make a report are expected, but not required, to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult or humiliate. Under the procedures for Policy IIGBA-Electronic Communications System, the district may revoke the privilege of a student, staff member or third party to use any district electronic equipment if said person uses district equipment or electronic communication systems to engage in cyberbullying. Under Policy JFCED–Personal Communication Devices, the district may revoke the privilege of a student, a staff member or a third party to bring any personal communication device on district property or to district-sponsored activities if said person uses a personal communication device to engage in cyberbullying. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and will be subject to additional discipline, which may include up to and including expulsion. Any staff member whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent. The Board is committed to providing a positive and productive learning and working environment. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and will be subject to additional discipline, which may include up to and including expulsion. Any

staff member whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent. Jefferson County School District 509J may also report individuals to law enforcement.

*Board Policy Reference: JFC, JFCF/GBNA, JG*

## **Bullying/Harassment Complaint Procedure**

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, cyberbullying and menacing.

### **Definitions**

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.

2. "District" includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

3. "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., 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, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

4. "Harassment, intimidation, cyberbullying or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment.

"Harassment" also includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status.

"Intimidation" also includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

5. "Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying.

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

## **Retaliation/False Charges**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry, is prohibited. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.



## **Complaint Procedures**

Building principals and the superintendent have the responsibility for investigations concerning hazing, harassment, intimidation, bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying or menacing in violation of this policy shall immediately report his/her concerns to a school official. All complaints will be promptly investigated in accordance with the following procedures:

Step 1 Any hazing, harassment, intimidation, bullying or menacing information (complaints, rumors, etc.) shall be presented to the building principal or immediate supervisor. Complaints against the building principal shall be filed with the superintendent. Information may be presented anonymously. Complaints against the superintendent shall be filed with the Board Chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be submitted in writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the human resource director.

Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying or menacing complaints and documentation will be maintained as a confidential file in the district office.

## **Suspension/Expulsion**

### **Detention**

Detention is defined as an assignment of student to a supervised area, either during the school day or after school. Detention may be held at lunch, or a teacher may detain students a few minutes during passing time for tardies or inappropriate classroom conduct.

## **In-School Suspension**

- ISS is defined as removal of students from attendance in a class or classes. Failure to follow ISS expectations will result in out of school suspension.

## **Out-of-School Suspension (OSS)**

- Out-of-school suspensions are excused absences. Students suspended out of school are not permitted to participate in nor attend any school functions during the term of their suspensions.
- OSS temporarily removes the privilege and duty of a student to attend school or school activities for a period of time determined by the school administrator. The administrator, in issuing the suspension, will take into account the severity of the act and the previous behavior of the student. Suspension periods are not to exceed ten consecutive school days. Depending upon the circumstances and the infraction, attempts to notify parents should begin as quickly as possible when a suspension looks imminent.
- Suspension may be made by the principal or his/her designee. In the case of a suspension, the student is informed of the suspension charges by the administration and asked to explain his/her view of the event. When the decision to suspend is made, parents are notified and a procedure for reinstatement and appeal is explained. When a student with an IEP is being considered for suspension or expulsion from school, all procedures mandated by IDEA will be addressed. During the time of suspension, students are not to be on any Jefferson County School District campus or attend any Jefferson County School District event at any location or they will be subject to criminal trespass charges. Upon return to school, students have the right to make up assignments missed during the time of suspension and to be granted credit. It shall be the responsibility of the student to take the initiative to obtain make-up assignments. It will be the responsibility of the instructor to give, correct and credit assignments; however, it will not be the responsibility of the instructor to provide any additional instruction.

## **Expulsion**

Expulsion means that a student is removed from school and all school-related activities for an extended period of time. Expulsions are recommended by the principal or his designate to the District Hearing Officer. Expulsion is used in cases of extreme severity or for repeated serious violation of school rules or District regulations. District procedure provides for written notification to the students' parents, identification of alternate education options, the right to a hearing, all rights guaranteed by due process, and rights unique to certified handicapped students. Typically, students are suspended for up to ten (10) school days prior to an expulsion hearing. Educational placement upon return from an expulsion is determined by the building principal or designee. Recommendation for expulsion may be considered in the first instance in the following cases (this list is not all-inclusive):

1. Possession of any type of weapon
2. Possession, distribution, and/or under the influence of, alcohol or controlled substances
3. Serious endangerment of others (i.e. fire setting)
4. Activity in secret societies or hate groups
5. Fighting

Under Oregon law, a student may be expelled for *up to one calendar year*. For any student who is determined to have brought a *weapon* to school, federal law (Public Law 103-227 section 8001) and Oregon law (HB 2487) require expulsion from school for a period of *not less than one year* [ORS 339.250(6)]. During the time of expulsion, students are not to be on Jefferson County School District campuses or will be subject to criminal trespass charges.

The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

*Board Policy Reference: JFC, JG, JGA, JGB, JGC, JGD, JGDA, JGE*

## Suspension of Driving Privileges

Under ORS 339.257, students between the ages of 15 and 18 who fail to maintain regular enrollment in school may have their driving privileges suspended or the right to apply for driving privileges suspended.

*Board Policy Reference: JHFDA*

## **BUS TRANSPORTATION**

### **Students have the RIGHT:**

- To ride a bus to school if he/she is:
  - An elementary student (K -5) and live one mile or more from the school they currently attend; or
  - A middle or high school student and live one and one-half miles or more from the school they currently attend; or
  - A special needs student and transportation is required by their Individual Education or 504 Plan;
  - and/or would have to cross a hazardous area. Hazardous areas are approved only through the Oregon Department of Education Pupil Transportation Division.

### **Students have the RESPONSIBILITY:**

- To follow the instructions posted and listed in District policy.
- To participate in two bus evacuation drills each year.
- To follow the rules governing behavior on school buses and at bus stops or may forfeit the right to ride.

Students should understand that the bus driver is responsible for the safety of students. Consequences for misbehavior may include forfeiting the right to ride and/or in the case of vandalism, payment of appropriate restitution (paying for damages). Parents who have a concern regarding the bus should address the concern with the school administration rather than with the bus driver. A licensed teacher is responsible for establishing departure times of field trips and for maintaining order during field trip activities. All busses have video and auditory recording devices. These recordings may be used in disciplinary actions.

The following are state regulations from **OAR 581-053-0010** (the OAR uses Pupils in place of Students):

- (1) Pupils being transported are under authority of the bus driver.
- (2) Fighting, wrestling, or boisterous activity is prohibited on the bus.
- (3) Pupils shall use the emergency door only in case of emergency.
- (4) Pupils shall be on time for the bus both morning and evening.
- (5) Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
- (6) Pupils shall not bring animals, except approved assistance guide animals on the bus.
- (7) Pupils shall remain seated while bus is in motion.
- (8) Pupils may be assigned seats by the bus driver.
- (9) When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- (10) Pupils shall not extend their hands, arms, or heads through bus windows.
- (11) Pupils shall have written permission to leave the bus other than at home or school.
- (12) Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- (13) Pupils shall not open or close windows without permission of driver.
- (14) Pupils shall keep the bus clean, and must refrain from damaging it.
- (15) Pupils shall be courteous to the driver, to fellow pupils, and passerby.
- (16) Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

In addition to the rules adopted by the Oregon State Department of Education, local school districts are authorized to adopt and enforce rules that will further enhance a safe, comfortable and efficient

transportation system. Therefore, Jefferson County School District 509J adopts the following rules to supplement the Oregon State Rules:

1. Large items, which cannot be safely transported while held in a student's lap or stored in an empty seat or directly under the seat, are prohibited.
2. Students shall not interfere with any of the school bus operating controls except in an emergency or as instructed by the driver.
3. Students shall not threaten or physically harm the driver or other riders, nor do any disruptive activity which might cause the driver to stop in order to reestablish order.
4. Students will stay away from the bus when it is moving
5. Students shall be at their regular bus stop at least five minutes prior to the published time schedule.
6. Students shall not damage or attempt to damage public or private property at any time.
7. Students shall accept Referrals or other forms issued by the District, and these must be completed and returned as indicated on the form.
8. Due to the possibility of school bus mechanical failures or accidents during inclement weather conditions, students shall wear clothing that is compatible with the current season of the year. Periodically, students shall participate in school bus evacuation drills, and students will be instructed as to the type of clothing that should be worn the day of the drill.
9. The possession and/or use of tobacco, illegal drugs, or alcoholic beverages on the school buses is prohibited and will be cause for suspension.
10. Students shall not throw objects, eat, or chew gum.
11. Students will not bring glass containers or other glass objects onto the bus.
12. Students will answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.
13. Students will not possess matches or other incendiaries and concussion devices.

### **Disciplinary Action for Inappropriate Bus/Transportation Behavior**

Student discipline problems should be handled at the lowest level. In all instances students shall be afforded an opportunity to explain their behavior. Minor infractions will normally be dealt with by the driver. Action by the driver may include, but is not limited to the following.

1. Stopping the bus in a safe place to prevent hazardous behavior.
2. Conferring with an individual or a group, relative to the driver's expectations.
3. Arranging a conference to include any or all of the following: Student, transportation supervisor, parent, administration, and driver.
4. Issuing an incident report which may include a recommendation for discipline.
5. Recommending that a student's transportation be suspended. Such suspension shall be recorded on the incident report and may not take place until a reasonable effort has been made to inform the parents. The Administration will call or write a letter to parents should the student be suspended from riding the bus.

### **Repeated Violations and/or Major Violations**

If action by the driver does not resolve a minor problem or if a student has committed a serious rule violation, the transportation supervisor may recommend suspension of bus privileges up to ten (10) school days and/or termination of bus riding services for the year.

*Board Policy Reference: EEA, EEACC-AR*

## **SCHOOL ENVIRONMENT**

### **Students have the RIGHT:**

- To attend school in a safe environment free of hazing, harassment, intimidation, bullying, menacing or any threat to personal safety.
- To attend a school that is free of fighting or physical violence.

### **Students have the RESPONSIBILITY:**

- To respect the rights of others.
- To seek the help of authority when they have knowledge of a wrongful act, harassment or a potentially unsafe situation.

- To seek help if needed to resolve personal disputes in a peaceful, responsible manner.
- To seek safe, peaceful alternatives to fighting and physical violence in settling all disputes.

## **Student Dress & Personal Grooming**

### **Students have the RIGHT:**

- To dress and groom according to their choice consistent with the goals and purposes of the educational environment.

### **Students have the RESPONSIBILITY:**

- To dress and groom so the teaching/learning process is not disrupted.
- To be dressed, groomed and clean so that a health/safety issue is not created.

Student dress and personal grooming is the responsibility of the individual student and parent. Students are expected to dress in proper fitting clothing, through a normal range of bending, reaching, or kneeling, which is suitable for school. Students are not to wear clothing that is distracting to others. Appropriate skirt, dress and shorts length should extend the length of the arms to the fingertips, which includes a slit in the skirt/shorts. The wearing of leggings or tights under the skirt or shorts does not change this requirement and leggings or tights may NOT be worn by themselves. Students who are in violation of the dress code will be asked to cover, change, or turn inside out the article of clothing that is inappropriate.

The following guidelines have been established as a general outline for student dress and grooming to prevent the disruption to the teaching/learning process. Each school may implement additional guidelines as deemed necessary.

1. Dress and personal grooming shall be clean in keeping with health, sanitary practices.
2. Footwear must be worn.
3. Platform, high-heeled, and open toe (flip flops) shoes are **not** appropriate at the elementary level, as they are unsafe for playground activity.
4. Sandals that lack proper support are discouraged.
5. Students must wear appropriate athletic shoes when participating in physical education.
6. Students representing schools in school-sponsored activities such as athletic events, concerts, or plays etc., shall obey the rules for dress and grooming set by the coach, director, or advisor of the group.
7. When a student is participating in extra-curricular or special activities, dress and grooming shall not disrupt the performance or constitute a health threat to the student or others.
8. Students registered in such classes as agriculture, woods, and science must meet State safety standards regarding acceptable clothing and the wearing of protective eye covering.

### **The following are examples of clothing and accessories that are considered to interfere with the normal process of instruction and are, therefore, unacceptable at school or school sponsored activities:**

Any items commonly considered as evidence of membership or affiliation with any gang or hate group: Bandanas, do-rags of any color, gloves, hairnets, hanging belts, buckles with any inappropriate or gang related symbols, or attire that has been identified by law enforcement agencies, as being associated with gang activity may not be worn. Properly fitting clothing is to be worn. Clothing with holes, ragged hems or cut-off hemlines, or made of transparent or fishnet fabric, or clothing that exposes the chest, legs above mid thigh, abdomen, genital area, buttocks, or undergarments shall not be worn in the buildings. Low-cut tops, spaghetti straps, halter tops, backless tops, tube tops, A-shirts (muscle shirts), clothing that allows for bare midriffs, low necklines, and/or short shorts are not allowed.

Undergarments cannot be showing. A general rule is that shirts should not be low-cut and display cleavage. Straps should be at least 1 inch wide.

Articles of clothing that advertise illegal activities or promote the use of alcohol, tobacco or drug products, promote acts of violence and/or intimidation, or that display sexually suggestive words or pictures are not permitted in school since they contradict the mission and curriculum of the district. Chains or spikes (including wallet, key, security, and dog chains).

Roller skate shoes. Dark glasses shall not be worn in the schools, unless prescribed by a physician, and communicated to the District nurse. Gang related garments: Bandanas, do-rags of any color, hairnets, hanging belts, buckles with any inappropriate symbols, clothing that are gang related or which contain gang symbols.

Excessive cologne, perfumes, body sprays, etc.

**Please Note:** Some items of clothing, for reasons of health and/or safety, may be restricted as the need arises. Both boys and girls should wear clothing that provides sufficient coverage so that no anatomical details are apparent.

**Writing on skin, face and clothing will not be allowed**, as it is distracting to the learning process.

**Cold Weather Clothing:** Students should be prepared with clothing for cold weather (coats, long pants, appropriate foot wear, hats, gloves, etc.). At the elementary schools, recess is normally outside, even in sub-freezing weather.

Buildings may implement additional policies regarding dress and personal grooming. This may include "hat policies." \_\_\_\_\_ *Board Policy Reference: JFCA*

## **Safety**

Our school regulations are designed to protect the safety of everyone. Common courtesy dictates that we observe those regulations. *Running in the halls, congregating in large groups and/or sitting on the hall floors may hamper traffic flow and constitute a safety hazard.* All students are urged to act responsibly with regard to behavior, which may involve the safety of themselves or others.

### **Fire Drills and Other Emergencies**

The following procedures are to be followed during an emergency evacuation of the building for fire drills, bomb threats, earthquake drills, etc.: **Walk, don't run!**

1. Evacuate the building in an orderly manner following the posted evacuation route.
2. Students should remain at least one hundred (100) feet from the building until the emergency is over.
3. Students are to remain in a classroom group with their teacher during the emergency.
4. All lights must be left off when exiting the building.
5. Do not re-enter the building until the all-clear bell sounds or directed to re-enter by a school official/teacher/fire personnel.

### **Food Products for the Classroom**

For student safety, food products for classroom functions must be prepared by a licensed production kitchen or bakery, and should be brought to school in the sealed original container.

### **Telephone Use (School Phones)**

Students will not be called from class for telephone calls unless an emergency exists and students will not be excused from class to make calls except in emergencies. The public phone provided in the office is for urgent calls only and is not to be used by students for personal calls. Students using this phone must have a written pass from their teacher. Students must also have permission from the office secretary before using the phone. Classroom telephone use is at the individual teachers' discretion but will be only for parent/guardian contact in emergency situations.

### **Fees and Fines**

Students are responsible for fines, lost or damaged books, and other lost school materials. Students participating in Athletic Programs are responsible for returning athletic equipment and uniforms. Students can pay the appropriate fine or return the lost materials. Failure to do so may result in a withheld report card, and loss of privileges such as checking out books or participating in athletics and activities. Students and their parents or guardians shall be notified at the beginning of each year that grade reports, diploma, and records will be withheld for non-payment of fees, fines, or damage assessments over \$50.00, and that they may be withheld for a debt of less than \$50.00.

\_\_\_\_\_ *Board Policy Reference: JN*

## School Campus/Closed Campus

### Students have the RIGHT:

- To be released from campus with parent and/or administrative permission on file in the school office.

### Students have the RESPONSIBILITY:

- To remain on campus at all times unless released.
- To know and comply with individual school campus regulations.

**A closed campus is in effect at all schools.** Movement of students during required school hours is confined to school property except when released for specific reasons (such as medical appointments) or educational programs (such as cooperative work experience and field trips). Specific regulations concerning campus mobility will vary from school to school and affect age groups differently. **Where these rules apply, students who are required to sign in and out when arriving or departing will do so.** All schools have regulations concerning signing in and out.

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*Board Policy Reference: IDA, JEDB, JEF/JEFB, JEFA*

## School Breakfast/Lunch Program

The district participates in the National School Breakfast and Lunch Program and offers daily free, meals to all students. School meal program information (including menus.) is available under the “Meal Information”. All students are encouraged to participate in the National School Breakfast and Lunch Program offered by the 509-J School District.

**Meal charging is not permitted for adults. Parents wishing to join their student for lunch need to inform the school by 9:00 a.m. on the day of the lunch. And what meal the parent would like from the cafeteria.**

## Building Hours

The School Board has stated that all buildings will be closed to the staff, students, and public between the hours of 10:30 p.m. and 6:30 a.m. each day. Assigned District personnel are authorized to occupy the buildings during the closed period to perform normal and/or emergency duties. Any person or organization requiring use of a building during the closed period must have written permission from the Superintendent or designee. Violation will be considered a trespass. Due to the need for student security, students are not to be in the building prior to the time established by each school, and are to leave the building by 4:00 p.m. daily. The single exception is when students are under the direct supervision of a teacher or involved in extracurricular activities under the direction of District personnel.

## Video Cameras

Video cameras with audio recordings are used to increase student safety, and may be used to monitor compliance with student conduct codes. Any student captured on video has the same rights with respect to these video/audio recordings as to the student’s other records. Cameras with audio recording are installed in several schools and on school buses. This serves as notification to all individuals that their actions are being recorded with video and audio recording technology.

## Skateboards, In-Line Skates, Hacky-Sacks, Bicycles

1. Skateboards, in-line skates, and other similar items represent a safety hazard and must be carried to classroom or locker for immediate storage while on campus. These items are not to be used on campus.
2. Hacky-sacks, Frisbees, balls, etc. are not to be used inside the building.
3. Bicycles are not to be ridden on campus during the school day (7:45 a.m. – 4:00 p.m.) and they are to be parked in a bike stand where available, and secured properly. Students park bicycles at their own risk.

## **Animals**

The Board of Directors intends to maintain a school environment that is safe from any harm a student may incur through the close proximity of an animal on school grounds. This policy requires the permission of the administration to bring any animal on school grounds. No animal may be transported on a school bus or district vehicle. The administration is authorized to develop guidelines by which an animal will be handled and its care provided which may include: proof of immunization, types of animals, designated areas in which animals are allowed. Consideration for student safety and allergies will be taken into account prior to animals visiting the school. Animals serving persons with disabilities are exceptions to this policy.

## **Medication Policy**

No students may self-administer medications except for medications requiring immediate emergency access (such as an asthma inhaler). Before a student may carry and self-administer any medication, the parent/guardian, physician, and a school administrator must provide written permission for the student to self-medicate. If a student needs to carry an inhaler or other medication, the parent must fill out the Authorization Form with the child's physician filling out the bottom part, and both the parent and the student signing the Self Medication Agreement Form that the administration will also sign. Staff will be notified when your child is authorized to carry his or her inhaler or medication.

All medications (prescription and over the counter) for all grades must be brought to the health room in their original container. We also need a note or authorization form signed by the parent that gives the name of the medicine, the amount we are to give and when it is to be given. If it is not to be given on a schedule, after *frequency*, you can write "as needed" and if a second dose can be given, write, "Can repeat every ?? hours." Students are not allowed to carry their medication home with them, so please ask the pharmacy for a 2<sup>nd</sup> bottle for school or divide the dose and give the school only the amount of medication needed here (in the original container), with the remainder kept at home.

Prescription and non-prescription medications are not to be shared with other students. Students sharing medications are subject to disciplinary action.

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*Board Policy Reference: JHCD*

## **Health Room Policy**

Each school has an area dedicated for students who are feeling ill or are injured. It is for temporary assistance while the student waits for parents, or medical assistance before returning to class. Students will be given an initial assessment to determine if the health room is the appropriate option. Students may be allowed to enter the health room, or will be directed to return to class. Students who need to be in the health room must check in with the Nurse or the front office, sign the check-in and check-out list, and pick up an admit slip from the Attendance Office before being readmitted to class. If a student is ill enough to require the use of the Health Room for more than one period, the parents will be called and requested to personally take the student home. If a student is utilizing the health room multiple times a week, administrators will be contacted to assess student needs and develop an alternative plan.

## **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 the information provided on the registration forms and submitted by the 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 registration 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. The District does not pay for any emergency medical treatment or emergency medical transportation.



## **Student Safety Responsibilities**

Students are responsible for helping to maintain a safe school environment. If you become aware of unsafe behavior or situations at school, it is your **responsibility** to tell a staff member. We are aware that students often don't want to "tell" on their friends. However, that idea **does not apply** when a serious safety situation exists. For example, if you have information about weapons at school, conflict among students, self-destructive talk or behavior, drug dealing or students whose judgment is impaired by drugs or alcohol, your **responsibility** is to tell a staff member. The information you give is confidential (SBP JHF).

## **Health and Wellness**

Students need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. Good health fosters student attendance and education; Jefferson County School District 509J has adopted a District Wellness Policy (Wellness Policy EFA). The Wellness Policy assures that nutrition education will be taught throughout a student's educational career, physical activity will be available to all students, and nutrition standards will be applied to all settings where food is offered or sold.

## **Disruptions to the Educational Environment**

Students have the right to attend school free from major disruptions to the educational environment. In addition to other disruptions outlined in this handbook, disruptions caused by false bomb threats, setting off fire alarms or making prank 911 calls will be considered as threats to personal safety and will not be tolerated. Students who create these situations will be held responsible and disciplined for their actions, and could face the possibility of legal action taken against them and their families.

## **Pagers and Cell Phones**

Students whose parents authorize them to carry communication or electronic devices have the responsibility to ensure any device does not disrupt the learning atmosphere. Communication or electronic devices that are disruptive to the educational environment will be confiscated and will be returned to the parent or guardian. In the event of an actual emergency, cell phone use should be avoided, except for contact with emergency service providers. Students should never make false reports of emergencies (i.e. 911 calls). Individual schools may have additional guidelines for cell phones and pagers.

**Jefferson County School District is not responsible for any property that is lost, mislaid, stolen, damaged, or destroyed.**

*Board Policy Reference: IIGBA, JFCEB*

## **Theft**

### **Students have the RIGHT:**

- To take reasonable precautions to ensure the security of their personal property.

### **Students have the RESPONSIBILITY:**

- To respect the property of others including students, staff, the School District and the community.
- To take reasonable precautions for the protection of their personal property.
- To inform authorities of known thefts.
- To respect copyright laws, both print and electronic.

Theft constitutes criminal conduct under the laws of the State of Oregon. Disciplinary action will be taken by the school regardless of consequences or sanctions imposed by public authorities. Suspension or expulsion may result. Proper law enforcement agencies may be notified at the discretion of the school administrators. Besides unauthorized use or possession of another person's belongings, theft may also include, for example: illegal downloading of software, music or copyrighted materials as well as using school equipment to reproduce and/or distribute software, music or movies.

**Jefferson County School District is not responsible for any property that is lost, mislaid, stolen, damaged or destroyed.**

*Board Policy Reference: JFC, JG*

## **Tobacco**

### **Students have the RIGHT:**

- To attend school in an environment free of tobacco, tobacco “look-alikes,” tobacco smoke and tobacco refuse (cigarette butts, discarded chewing tobacco, electronic cigarette, etc.).

### **Students have the RESPONSIBILITY:**

- Not to possess, use, sell, or distribute tobacco in any form (including “electronic” tobacco device) on any school grounds, at school sponsored activities, or in school provided transportation.

The school board has established Jefferson County School District and its facilities as being tobacco free (this includes **ALL** forms of Tobacco including chewing and electronic tobacco device) for all staff, students, visitors and community members. Students possessing or using tobacco products may be subject to suspension. Law enforcement agencies may be contacted at the discretion of the administrator. The school has a responsibility to diligently and regularly inform all students that tobacco use is hazardous to their health. There are some additional guidelines regarding tobacco use listed in the Athletic Handbook that apply to all student athletes. Information regarding cessation services will be available to students wishing to remain tobacco-free.

-----*Board Policy Reference: JFCG, KGB, KK*

## **Alcohol & Controlled Substances**

### **Students have the RIGHT:**

- To attend school in an environment free of alcohol or controlled substances as defined in Chapter 475, Oregon Revised Statutes.
- To be able to take medically necessary prescription and over the counter medications at school according to the District’s medication policy.

### **Students have the RESPONSIBILITY:**

- Not to possess (physically or by consumption), distribute, attempt to distribute, or deliver or be under the influence of alcohol or controlled substances (narcotics, marijuana, and other dangerous drugs) as defined pursuant to Chapter 475, Oregon Revised Statutes.
- Not to possess, distribute, attempt to distribute, or deliver “look-alike” controlled substances (i.e., tea leaves, parsley, oregano, talcum powder, etc.) or alcohol in circumstances in which another person would reasonably be caused to believe that these look-alike substances were controlled substances or being represented to be controlled substances.
- To adhere to the District’s medication policy, if it is medically necessary to take prescription or non-prescription medication at school.

The school district recognizes that the abuse of drugs and alcohol poses extremely serious health risks. District administrators are responsible for enforcing consequences to students who possess, distribute or attempt to distribute, deliver, or are under the influence of alcohol or controlled substances on school premises, at any school sponsored activity or under any circumstances where the student’s conduct is subject to School District jurisdiction. Where violations of the law are involved, law enforcement agencies will be notified. Information regarding resources for services and support will be provided to students in school wishing to remain drug and alcohol free.

Distribution, attempted distribution or delivery of alcohol or drugs, or look-alikes, will result in the school administrator automatically filing for expulsion. A student may be suspended for up to ten (10) school days, pending an expulsion hearing. Possession, solicitation or being under the influence of alcohol or controlled substances, abusive chemicals, or unauthorized medication, or possession of drug-related paraphernalia will result in a minimum five school day suspension.

First Offense:

The Administration shall:

1. Notify the appropriate law enforcement/juvenile agency.
2. Notify the parents of the student's offense and request an immediate conference with them.
3. Suspend the student for up to ten (10) school days.
4. The parents may choose to have a drug or alcohol assessment administered to their student. If the parent(s) share the result of the assessment with school administration, the administration **may** defer part of the suspension and allow the student to return to school.

Second Offense

1. The district will follow the same procedures as set forth for a first offense except that, for a second offense, the student will be suspended for 10 days and expulsion may be recommended and/or the student may be placed in an alternative education setting.

Exceptions to District policy regarding possession of alcohol/controlled substances or look-alikes as used in dramatic productions, classroom instruction, or school clubs/activities are only permitted pursuant to prior arrangements, written permission, and under direct staff supervision. Additional procedures and guidelines regarding alcohol and controlled substances are listed in school board policies available at each school and online. In addition, further guidelines applying to the student athletic/activity program are listed in the various program handbooks. (Examples: Athletic Handbook and FFA Handbook).

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*Board Policy Reference: IGAEB, JFC, JFCK, JG, JHCD*

## **Vandalism**

Students have the RIGHT:

- To attend a school that is clean, safe, well maintained and in a state of good repair.

Students have the RESPONSIBILITY:

- To assist in the maintenance of a clean school, and refrain from littering.
- To refrain from damaging property.
- To take reasonable personal action or make a report to school or law enforcement authorities when violations are observed.

Vandalism is the willful or malicious destruction or defacement of school, public or private property. Vandalism can also occur electronically using computers. Any attempt to gain unauthorized access, disrupt performance, hack into any system or change online information managed by someone else is considered vandalism. This applies to servers and other equipment inside of the District network, as well as using District equipment to compromise systems outside of the District network.

**Vandalism to school property constitutes criminal conduct under Oregon law. School disciplinary action could result in any or all of the following:**

1. Restitution to school for damage incurred (may include payment and/or community service).
2. Suspension, expulsion, or other appropriate discipline.
3. Giving the case to police for investigation and/or civil action.

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*Board Policy Reference: JFC, JG*

## **Fire-Setting, Attempted Fire-Setting & Fire-Play**

Students have the RIGHT:

- To attend school without the fear of being harmed by an intentionally set fire.
- To attend school in an environment free of threat to personal safety.

Students have the RESPONSIBILITY:

- Not to possess fire tools (matches, lighters, or other items that create a flame or spark).
- To report knowledge of fire tools that might be in a student's possession, on school grounds/facilities, at school sponsored activities, at bus stops, or while traveling to and from school.

- To report knowledge of fire incidents and/or attempted fire incidents on school grounds/facilities, at school sponsored activities, at bus stops, or while traveling to and from school.

**Fire tools** are defined as: any tool that creates a form of heat by creating a flame or spark, including but not limited to matches, cigarette lighters, and multi-purpose lighters (BBQ).

**Ignition Sources other than fire tools** are defined as: a form of heat, which instigate or are used to propagate fire and include candles, road flares, fuses, and fireworks. Possession of, threatening to use, or the deliberate act of using fire tools or other ignition sources is prohibited. Possession of fire tools will result in a minimum of confiscation and documentation. Unauthorized use of fire tools and ignition sources may result in a referral to local Law Enforcement and the Fire District for an investigation. Additionally, a student may be expelled or suspended for violation of the District's rules regarding fire-setting and fire-play. For the student to be re-admitted into the District educational programs, a Fire-setter Screening Tool or evaluation must be performed by a third party (Fire District or an approved designee). The results of the screening tool or evaluation and/or treatment, if required, must be submitted to the Principal or designee for consideration. The student and parents must agree to fulfill the recommendations of the evaluation and submit necessary reports to building administration. If this is not done, expulsion will be recommended.

The same procedures set forth for the first offense will be followed for any subsequent offense, except that expulsion up to the full extent of the law will be recommended. Starting a fire in a public facility and/or on public property constitutes a serious, dangerous and deadly threat to human life.

Any student who is determined by a preponderance of the evidence to have intentionally, knowingly, recklessly or with criminal negligence started a fire on school district property, that results in damage, however slight, to a school district structure or property, will be expelled for no less than 9 weeks and no more than one school year. The District considers the setting of fires commensurate with bringing firearms to school since the threat to human life is as great or greater. Exceptions to District policy regarding fire-setting and possession of fire tools as used in dramatic productions, classroom instruction, or school clubs/activities are only permitted pursuant to prior arrangements, written permission, and under direct staff supervision. Appropriate storage and/or use of emergency/safety equipment that would otherwise be considered a fire tool is exempt from this policy.

*Board Policy Reference: JFC, JG*

## Threats of Violence

### **Students have the RIGHT:**

- To attend school in a safe learning environment.
- To attend school free of threat to his/her physical and emotional well-being.

### **Students have the RESPONSIBILITY:**

- To inform a District staff member regarding any information or knowledge relevant to conduct prohibited by this policy.
- To inform a District staff member if they are concerned for the safety of anyone, including themselves. Students are strongly encouraged to inform staff members if they have feelings about harming themselves or know of another student who has those feelings.

Threats of harm to others, threatening behavior or acts of violence, including threats to severely damage school property shall not be tolerated on District property or at activities under the jurisdiction of the District (District-sponsored activities). Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement authorities shall be made for any incident involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and board policy. The building principal or designee, in determining appropriate disciplinary action, shall consider the following:

- Immediately removing any student from the classroom setting who has threatened to injure themselves, or another person, or severely damage school property.
- Placing the student in a setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or others;

- Requiring a completed safety assessment by a District-approved licensed mental health professional before allowing the student to return to the classroom setting.

The District will ask that all resources to pay for such evaluations (i.e. students'/parents' health insurance) are explored. If no other resources are available, the District, in accordance with the requirements of ORS 339.250, will provide funds for the evaluation and/or other disciplinary options. Students who threaten to harm themselves or make statements about harming themselves, will be removed to a safe environment and kept in the presence of supportive adults. The administrator, in consultation with the counselor and/or school psychologist, ensures that the student only leaves school when there is an appropriate plan in place to address any concern for the student's emotional and physical well-being.

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*Board Policy Reference: JFC, JFCM, JG*

## **Weapons**

### **Students have the RIGHT:**

- To attend school without the fear of weapons.
- To attend school free of threat to his/her physical and emotional well-being.

### **Students have the RESPONSIBILITY:**

- Not to possess weapons or "look-alikes" in or around school grounds/facilities, at school sponsored activities, at bus stops, or while traveling to and from school.
- Not to use any objects as a weapon.
- To report knowledge of weapons that might be in a student's possession, on school grounds/facilities, at school sponsored activities, at bus stops, or while traveling to and from school.

Possession of, threatening to use, or actually using a weapon or simulated weapons (including "look-alikes"), explosives, firecrackers, or other items capable of producing bodily harm is prohibited. Possession of weapons includes the unauthorized presence of or use of dangerous weapons which include, but are not limited to, any type of gun, knives (including pocket knives), bombs, explosives, and firecrackers. Possession includes not only possession on the student's person, but also the presences of weapons in a vehicle, locker, or container under a student's control, or brought upon the school grounds/facilities by the student whether or not in the student's immediate possession or control when upon the grounds. Materials or devices that can be readily assembled to create explosives or dangerous weapons, or any materials or devices that have potential of endangering the safety of others, are also prohibited. Violation of school rules regarding weapons or explosive materials will result in suspension and/or expulsion for a period of one year as permitted by ORS 339.250(6). The superintendent may, on a case-by-case basis modify this expulsion requirement.

**Firearms** are defined as: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; frame or receiver of any such weapon; any firearm silencer or any other destructive device including any explosive, incendiary or poisonous gas.

**Deadly weapons** are defined as: any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

**Dangerous weapons** are defined as: any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Jefferson County School District has a 'no-tolerance' philosophy regarding any type of weapon in or around school grounds/facilities. Possessing or using weapons including "look-alikes" or any other inappropriate item that is a threat to the safety or effective operation of the school is not allowed. Students who promote or become involved in such activities can expect to be held responsible and disciplined for their actions in addition to the possibility of civil and/or legal action being taken

against them or their families. Disciplinary action will include suspension and/or expulsion or placement in the Alternative to Expulsion (ATE) program. The suspension and/or expulsion period for students possessing look-alikes and/or potential weapons such as knives (including pocket knives) will depend upon the type of weapon, the circumstances in which the device was used or displayed and the student's prior behavior record. Exceptions to the forgoing rules to possession of weapons or look-alikes as used in dramatic productions, classroom instruction or school clubs/activities are only permitted pursuant to prior arrangement and written permission under direct staff supervision.

*Board Policy Reference: JFC, JFCJ, JG*

## **Search & Seizure**

### **Students have the RIGHT:**

- To be notified that a search of his or her property or school property in use by such students has occurred and will be notified of any evidence or prohibited item(s) seized. When school officials believe it is in the best interests of the safety of the students or the general welfare of the school, a search will be conducted without the student present.

### **Students have the RESPONSIBILITY:**

- To cooperate with school staff.
- Not to bring upon school premises, dangerous weapons (or look alike), unlawful drugs or other prohibited substances or items, constituting a potential threat to the health or safety of any person.

When reasonable suspicion exists, District officials may search a student's person and property, including property assigned by the District for student use. Student lockers, computers and computer files are school district property and are subject to random search. There is no stated or implied right to privacy in the case of District property used by students. School officials have the right under the same authority to search, including the use of metal detectors and breath analyzers, any student and personal belongings if the officials have reason to believe that the search will reveal evidence of a violation of laws or school rules. District officials may seize any item which is evidence of a violation of law, District policy or rules, or which the possession or use is prohibited by law, policy or rules, or disrupts the educational environment. Reasonable suspicion arises from specific facts which create a suspicion that District policy has been violated. Administrators may question students at any time regarding potential violations of school or District rules, policies, or procedures. Students are expected to respond truthfully to questions and support the District's efforts to maintain a safe and healthy environment for all students, staff, and community members.

**Law Enforcement:** If it is necessary for law enforcement officers (including School Resource Officers acting outside of their school resource duties) to interview, detain, or take into custody a student, school personnel are responsible for cooperating with, and making it possible for, law enforcement officials to interview students on school premises in accordance with state law. Ordinarily, the principal or staff member may be present during an interview of a student by police. Exceptional circumstances may make this inappropriate. Upon a request from the student, or if the officer insists that the circumstances of the investigation make such a presence inappropriate, a staff member should not be present. Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents. It is the responsibility of a law enforcement officer who wishes to interview a student at school for law enforcement purposes to contact that student's parent or guardian in order to obtain advance authorization for the interview.

## **Freedom of Expression**

### **Students have the RIGHT:**

- To express themselves verbally, in writing, electronically, or by assembly in such a way that they do not violate the rights of other individuals or groups.

- To attend school in an atmosphere free of slurs based on religion, race, creed, color, personal life orientation, national origin, sex, marital status, age or disability.
- To attend school in an atmosphere free of verbal assaults, privacy invasion, assaults, profanities, obscenities (as outlined in Oregon Revised Statutes), ridicule or threats of physical harm.
- To express affection for friends and staff in an appropriate manner.
- To dress and groom according to their choice consistent with the goals and purposes of the educational environment.
- **Students have the RESPONSIBILITY:**
- To respect another person's justifiable right to privacy. Not to invade, either verbally, in print or by electronic publication, another person's lawful right to privacy without the person's consent.
- For the effects of their expressions on other individuals or groups. They must follow school policies. Verbal assaults, profanity and obscenity are prohibited.
- To refrain from public displays of private affection.

### **Speech**

The student is entitled to verbally express his/her personal opinions. The use of verbal assaults, profanities, obscenities or ridicule may result in disciplinary action.

### **School Publications, Web Pages, Presentations, Displays & Productions**

School publications, productions or displays characterized as school-sponsored or as part of the District curriculum, whether or not they occur in a traditional classroom setting, are subject to review and evaluation by school administrators. The final decision about the suitability of any material in question shall rest with the principal, after review and consultation with the teacher/advisor and the student representative(s) prior to publication, production, or display. Such publications, productions, web pages, presentations or displays shall be reviewed in light of the District's legitimate educational concerns, which may include, but are not limited to:

- Whether the material is or may be defamatory or libelous;
- Whether the material is inappropriate for the age, grade level, and/or maturity of the audience;
- Whether the material is poorly written, inadequately researched, or biased or prejudiced;
- Whether the material is or may be otherwise disruptive to the school environment. For example, such disruption may occur if the material uses, advocates or condones the use of vulgar or profane language, or advocates or condones the commission of unlawful acts, or advocates violation of school rules, Board policy, or the Students Rights and Responsibilities Handbook;
- Whether there is an opportunity for a named individual or individuals to make a response; or
- Whether specific individuals may be identified even though the material does not use or give names.
- The decision may be appealed to the superintendent for review and final decision.

### **Publication/Display of Student Works**

Student works, such as poems, essays, and artworks, may be published by the school to further school curriculum purposes, crediting authorship to the student (giving some combination of name, age, grade and class) unless the student author or his or her parent or guardian requests that the work's authorship not be identified.

### **Non-School Sponsored Publications/Posters**

All non-school sponsored print or electronic publications which students want to distribute on District property or at District activities must comply with District standards. Students may not distribute materials which:

- Are defamatory or libelous
- Threaten or intimidate any individual or group
- Are obscene as to minors

- Contain vulgar and offensive language
- Advocate breaking school rules or District rules, or advocate unlawful acts or will or reasonably could be anticipated to result in a substantial disruption of or a material interference with school work, school activities, discipline, the educational environment, or the rights of others within the school.

Distribution Guidelines:

Arrangements to distribute/post non-school-sponsored publications at district activities shall be approved by the principal or his/her designee. Non-school-sponsored publications shall be distributed only by being placed in marked boxes located in central areas within the school, as designated by the principal. The principal or his/her designee will ensure that the method of distribution does not disrupt the activity or impede the safe flow of traffic at the activity. Items to be posted will only be done so with the supervision of the building principal or designee.

\*\* Students are also advised to see District policy IGDB administration for further definitions of the policy. Copies may be obtained from the administration, or on the District website.

**Liability**

The District cannot accept liability for non-school-sponsored publications which students may want to distribute. Distribution permitted pursuant to the time, place and manner guidelines above does not constitute any endorsement of the materials in question, nor does it indicate that the District or any District employee vouches for the accuracy of any such materials. ***The District will not assume any liability for the content of such publication or its distribution.*** The authors, editors, publishers, distributors, and all others in any way associated with a non-school-sponsored publication remain solely liable for any claims or litigation which result there from and should not in any way rely upon any District permission to distribute, but should consult and rely upon the advice of their own attorney.

**Assembly**

All formal student meetings in a school building or on school property may function only as part of the educational process or as authorized in advance by the administration. Students gathered informally or formally shall not disrupt the educational process or infringe upon the rights of others.

**Prohibition of Secret Societies, Gangs, Hate Groups**

Secret societies, gangs, hate groups and similar organizations or groups which advocate hatred, discrimination or violence on any basis are inconsistent with the fundamental values and educational environment of the Jefferson County Schools and are prohibited by ORS 339.885. All property and facilities of the District are considered Gang Free Zones. The activities of such groups and their members are prohibited in district facilities and at school functions. Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the advocacy of discrimination, and any other behavior which the school administration finds disruptive such as the wearing of gang colors, insignia, weaponed attire, and the use of language, codes or gestures that provoke violence or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion. Prohibited gang behavior may include, but is not limited to:

- Headwear that is considered gang related.
- The congregation of members.
- The solicitation or recruitment of members.
- The possession of gang paraphernalia and/or materials.
- Wearing of "do rags" or any other articles, which identify gang affiliation.
- Displaying gang names or gang related symbols.
- Gang graffiti on any school or student property.
- Flashing of gang signs or symbols.
- Any activity intended to intimidate, bully or harass.
- Any clothing or behavior, which directly associates students with known gang affiliations or causes classroom disruption.



- Hanging belts or belts longer than six inches beyond the belt buckle
- Gang-related tattoos. Any student who displays a gang-related tattoo will be asked to cover the tattoo. Repeated requests to cover a tattoo will lead to disciplinary action.

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*Board Policy Reference: JFCE, JFCEA*

## **Technology & Electronic Communication/Computer Use**

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

### **Students have the RIGHT:**

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

### **Students have the RESPONSIBILITY:**

- To not use the District network to access materials that are obscene or pornographic, that advocate illegal acts, violence, or discrimination. Exceptions may be made when the purpose is to conduct classroom sponsored research and the teacher has given approval.
- To notify an adult if they receive any message or access any web site that is inappropriate or makes them feel uncomfortable.
- To not attempt to gain unauthorized access, disrupt performance, or hack in to any system or server on the District network or outside the District. This includes sharing your account name and password with someone else.
- To practice responsible use of e-mail, texting and other forms of social networking within the school environment, including no spamming, no unauthorized forwarding, no sending of large attachments and no cyber bullying.
- To refrain from activities that might interfere with network performance. This might include downloading large files, streaming video, playing online interactive games, etc.
- To notify the teacher or school administrator if they identify a possible security problem.
- To refrain from giving out personal contact information about themselves or others. This includes full name, address and telephone number.
- To refuse to meet someone they have encountered online without parental permission.
- To only visit social networking sites (e-mail, blogs, forums, chat rooms, etc.) on District equipment with permission from and supervision by their teacher.
- To refrain from turning any computer into a server except as directed by a supervising teacher and after permission for server operation has been granted by both the building and District.
- To use District technology to engage in only legal activities and ethical practices.

## **Computer Use**

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including e-mail access, is strictly prohibited for personal use, in addition to official district business consistent with Board policy, the general use prohibitions/ guideline/etiquette and other applicable provisions set forth in administrative regulations.

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

- Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are

obscene, child pornography or, with respect to the use of the computers by students, harmful to students;

- Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
- The on-line activities of students are monitored;
- Access by students to inappropriate matter on the Internet and World Wide Web is denied;
- Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called “hacking” and other unlawful activities by students on-line is prohibited;
- Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
- Measures designed to restrict students’ access to materials harmful to students have been installed.
- The district retains ownership and control of its computers, hardware, software

## **STUDENT RECORDS**

**The Family Educational Rights and Privacy Act (FERPA)---**Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

### **Eligible students\* and their parents have the RIGHT:**

- To know where their records are and who has access to them.
- The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- To request that changes be made to inaccurate or misleading records.
- To consent to disclosure of confidential records.
- To file a formal complaint if there is disagreement over the students’ records.
- Obtain a copy of the district policy with regard to student education records.
- To have the district forward education records requested under OAR 581-021-0250(1)(m) and (p) within 10 days of receiving the request.

### **Eligible students\* and their parents have the RESPONSIBILITY:**

- To review the information in this handbook in order to fully understand the policy regarding student records.
- To pay close attention to the District’s use of “Directory Information.”
- To follow the directions in the handbook if you do not want records released according to the District’s “Directory Information” policy.
- To expect that grade reports, diploma, or other records may be withheld if they owe fees or the student has willfully damaged District property until the balance is paid in full (ORS 339.260).

\* **Eligible students** are 18 years or older, or are attending a post-secondary institution

### **Release of Directory Information**

Current Oregon law allows the release of “Directory Information” of a student without prior permission from the student’s parent or guardian (or the student, if 18 years of age or older). If the parent or guardian (or student if 18 years of age or older) wishes to keep the information confidential, he/she must contact the school the student attends, in writing, within 15 days of this

annual notice or of the student's first day of school and direct the school to keep directory information confidential. Directory information is information contained in a student education record which is not generally considered harmful or an invasion of privacy if released for use in local school publications, other media and for such other purposes as deemed appropriate by school administration. It is defined as the student's name, student's photograph, date and place of birth, major field of study, weight and height of athletic team members, dates of attendance, degrees or awards received. Directory information considered by the District to be detrimental will not be released. Directory information will not be given over the telephone except in health and safety emergencies.

The following are examples of directory information:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for football, showing weight and height of team members;
- Newspaper or Broadcast Media stories or photos

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

**Parents, if you do not want Jefferson County School District to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing within 15 days of receiving this information. You may EITHER indicate that you do not want your school to disclose any directory information OR that you do not want your student's directory information released to military recruiters.**

*Board Policy Reference: JOA,*

Records: Release/Transfer/Requests of Education Records

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

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made within 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.

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

### **Media Access to Students**

Media representatives may 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 or photographed should direct their student accordingly.***

## **PowerSchool Access**

The PowerSchool *Guardian/Student* system is intended to provide JCMS, and WSK8 parents, students and teachers with a tool to communicate student performance. It is a Web based application that may be accessed from anyplace the parent/guardian or student can access the Internet. The application is secured through the use of a secured link that encrypts the data to and from the end user. In addition, a Username and Password are provided to allow access for only authorized users to the appropriate student record. Student records include daily attendance, student grades, and the ability to communicate with the teachers through e-mail. If you would like more information, please go to the district website <http://jcsd.k12.or.us> Select Parent/Student Resources. To sign up for a student and/or parent PowerSchool account, contact the school office for more information. MHS parents will use Illuminate, which works in a similar manner.

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*Board Policy Reference: JO, JOA, JOB*

## **NOTIFICATIONS**

### **Annual Asbestos Notification**

A Federal law titled “Asbestos Hazard Emergency Response Act (AHERA)” requires school districts to inspect their buildings and develop plans for the management of asbestos-containing materials in their buildings.

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

### **Education Standards Complaints**

Any resident of the District or parent of a student attending district schools may make an appeal or complaint alleging violation of the District’s compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the school principal. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

### **Human Sexuality and Sexually Transmitted Disease Instruction**

An age-appropriate plan of instruction about human sexuality and sexually transmitted diseases, including AIDS, HIV and Hepatitis B Virus, is included as an integral part of the district’s health curriculum. Any parent may request that his/her student be excused from these portions of the health education instructional program required by Oregon law by contacting the principal for additional information and procedures. Parents whose students will be studying human sexuality and sexually transmitted diseases will receive notification from their school prior to the time instruction on these topics is offered.

### **Private School and Tutoring**

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 and 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 and opportunity to propose other options available within the public school system before the private placement or services are obtained.

### **Building Rules**

Building Administrators and individual teachers may establish appropriate rules and procedures for their particular circumstances. However in no case shall class rules supersede building rules. Such rules should stress courtesy, safety, responsibility, honesty and respect for others. Building rules may be listed in student/parent handbooks  
Students must comply with school rules as established in ORS 339.250.

### **Complaint Policy**

The Jefferson County School District has established a policy that provides for the prompt resolution of complaints by students, parents, or members of the public about district policies and state standards, and to appeal a decision made by district personnel. Complaints regarding instructional materials, staff members or alleged violation of state standards should be dealt with first at the appropriate school level and building where the complaint is centered. Persons having complaints should approach the principal and, if possible, resolve the problems at this level. Board policy includes steps to help resolve complaints \_\_\_\_\_ *Board Policy Reference: KL*

### **School Insurance**

Jefferson County School District does not insure students for medical treatment, transportation to medical facilities, loss of property, or any other coverage. The District provides information about insurance policies you may purchase for your child. The District provides such information without endorsement or recommendation. You can get this information by contacting the district office at 475-6192.

### **Parents Right-to-Know**

Parents have the right to request information regarding the professional qualifications of their student's classroom teacher(s). Parents may contact the building principal for this information. When requested the district will provide the following:

- if the teacher has met the state licensing requirements for the grade level and subjects taught
- if state licensing requirements have been waived on a temporary basis
- the type of college degree major of the teacher and field of discipline for any graduate degree or certificate
- if your child is receiving Title 1 services from paraprofessionals and if so, his/her qualifications

Parents will receive notice if their child is taught by a teacher, for four or more consecutive weeks, who is not highly qualified.

Parents will be provided information on the level of achievement of their child on each of the state academic achievement assessments.

## **SCHOOL BOARD POLICIES**

Listed below are certain pertinent school board policies, in summarized form. Complete school board policies can be viewed from the district's web site at:

<http://icsd.k12.or.us/district/policy>

### **School Board Policy BD: Board Meetings/Regular Board Meetings**

Two regular Board meeting will be held each month. The meeting schedule will be established at the organizational meeting in July but may be changed by the Board with proper notice. The purpose of each meeting will be to conduct the regular Board business.

### **School Board Policy GBK - Tobacco Free School**

The Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on district property and at school-sponsored activities. In light of scientific evidence that the use of tobacco is hazardous to health and to be consistent with district curriculum and Oregon law, it is the intent of the Board to establish a tobacco-free environment. Consequently, student

possession, use, distribution or sale of tobacco, including any smoking device, on district premises, at school-sponsored activities on or off district premises, in district-owned, rented or leased vehicles, or otherwise while the student is under the jurisdiction of the school, is prohibited.

### **School Board Policy JFC - Rules for Student Conduct**

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with Jefferson County School District 509J's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities. Careful attention shall be given to procedures and methods promoting fairness and consistency in discipline. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning climate. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere. A student code of conduct, developed under the leadership of Jefferson County School District 509J administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). In addition, each school may publish a student/parent handbook detailing additional rules specific to that school. Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made. Jefferson County School District 509J will annually record and report expulsion data for conduct violations as required by the Oregon Department of Education.

### **School Board Policy JFCE/JFCEA - Secret Societies & Gang Activities**

It is the policy of this district that membership in gangs, secret fraternities or sororities or in other clubs not sponsored by established agencies or organizations, is prohibited. Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or property on district grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, tattoo, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community are forbidden. Incidents involving initiations, hazing, harassment, menacing, bullying, intimidation and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. Any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

### **School Board Policy JCFM-Threats of violence**

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on district property or at activities under the jurisdiction of Jefferson County School District 509J. Students shall be instructed of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to Jefferson County School District 509J. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence he/she has knowledge of, has witnessed or received. All reports will be promptly investigated. Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy.

## **School Board Policy JFCF-HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING**

The Board is committed to providing a positive and productive learning environment. Hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying by students is strictly prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also 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 this policy will be subject to discipline,, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement.

### **Definitions**

"District" includes district facilities, district premises and non-district property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.

"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; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person's willingness to participate.

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

Physically harming a student or damaging a student's property;

Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; Creating a hostile educational environment including interfering with the psychological well being of the student. "Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability. "Retaliation" means hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying or retaliation.

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

### **School Board Policy JE-Attendance**

The Board believes that regular attendance is a necessary requirement of all students. Regular attendance promotes responsible habits that lead to success in the world of work and in advanced education. The Board believes that parents and students must accept the responsibility for regular attendance. There is a direct correlation between attendance and success in school. School personnel enforce ORS 330.010-339.990, the compulsory school attendance law. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. An excused absence is an absence caused by the student's sickness, by the sickness of some member of the student's family or by an emergency. Absences for other reasons may be excused when satisfactory arrangements are made in advance of an absence. A student 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. Unauthorized absence and tardiness shall be considered truancy and enforced under Oregon law.

### **School Board Policy JO —EDUCATION RECORDS**

Education records are those records maintained by the district that are directly related to a student. The primary reason for the keeping and maintaining of education records for students is to help the individual student in his/her educational development by providing pertinent information for the student, his/her teachers and his/her parents. These records also serve as an important source of information to assist students in seeking productive employment and/or post high school education. It is the policy of the district to keep education records for students to conform to state and federal laws and regulations. Information recorded on official education records should be carefully selected, accurate and verifiable, and should have a direct and significant bearing upon the student's educational development. The district has regulations for the maintenance, access and release of education records as well as for preserving confidentiality and for challenging the content of those records. The district may withhold the grade reports, diplomas, or other records of students who owe fees, fines, or damages until those fees, fines or damages are paid. Students or parents will receive written notice at least 10 days in advance of withholding stating the district's intent to withhold records. The notice will include an itemization of the fees, fines or damages owed and will notify parents of their right to request a hearing. The district may waive the fees, fines, or charges if the student or parent cannot pay. Records requested by another school district to determine a student's appropriate placement may not be withheld.

### **School Board Policy KL —Public Complaints**

Although no community member will be denied the right to petition the Board for redress of a grievance, complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern superintendent or Board actions or Board operations.

Complaints alleging violation of standards for public elementary and secondary schools shall be made in writing and presented to the superintendent. In the event that a complaint alleges a violation of state standards and is not resolved at the School Board level, then the district will supply the complainant with appropriate information in order to file a direct appeal to the State Superintendent of Public Instruction as outlined in OAR 581-022-1940. Appropriate address for specific areas is provided in this policy below.

Members of the public and students are encouraged to make their concerns known to the district and to afford the district an opportunity to review those concerns and respond to them.

Complaints regarding instructional materials, staff members or alleged violation of state standards should be dealt with first at the appropriate school level and building where the complaint is centered. Persons having complaints should approach the principal and, if possible, resolve the problems at this level. In the event a complaint is not resolved at the building level, the person may file a formal, written complaint with the district director supervising the program from where the complaint is generated (Example: A transportation concern would be directed to the director assigned supervision of transportation). The director will attempt to resolve the complaint.

In the event a complaint is not resolved at the director level, the person may file a formal, written complaint with the superintendent. The superintendent will attempt to resolve the complaint.

If unresolved, the patron may request to present the complaint at the next regularly scheduled Board meeting or executive session. Any written complaint bearing the signature of a district patron, which is presented to the Board, shall be considered by the Board.

When a complaint is made directly to the Board or to an individual Board member, it will be referred to the steps referenced above. Complaints about Board policy or administrative regulations should be referred directly to the superintendent.

1. Any concerned citizen may file a complaint under this policy for alleged violation of Oregon Administrative Rules and Standards for Public Schools as set by the State Board of Education and the Oregon Department of Education. Citizens may file complaints related to Oregon Administrative Educational Standards directly with the Superintendent of Instruction, Oregon Department of Education, Public Service Building, 255 Capitol Street NE, Salem, Oregon 97310-0203.

2. The Board recognizes the rights of teachers and administrators to develop, select, and present curriculum including the appropriate textbooks and materials necessary. The Board authorizes the administration to develop rules and procedures to secure orderly resolution of complaints about the curriculum. Complaints about curriculum including textbooks may be referred at level two to the Curriculum Council. After appropriate review by the Curriculum Council, the Board reserves the right to make final decision on curriculum complaints.



3. A parent who is dissatisfied after following the district's special education procedures for resolution of a concern without reaching a mutual acceptable agreement is entitled to file a request for a due process hearing with the superintendent of Public Instruction, Oregon Department of Education, Public Service Building, and 255 Capitol Street NE, Salem, Oregon 97310-0203.

4. The Board is committed to the principles of non-discrimination and directs that rules and procedures for dealing with complaints of alleged discrimination be established which allow for the expeditions resolution of such complaints. The Board also charges the superintendent with the responsibility to coordinate district compliance with Federal and State non-discrimination laws and regulations including Section 504 of the Rehabilitation Act of 1973 and Public Law 94-142. The superintendent shall develop administrative regulations designed to encourage the timely resolution of public complaints while providing a system of review which will allow both the complainant and other affected parties an opportunity to be heard.

### **School Board Policy AC-Nondiscrimination**

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation , national origin, marital status, age or disability, because of the race, color, religion, sex, sexual orientation, national origin, marital status, age or disability of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings. The Board encourages staff to improve human relations within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board. The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues . The Board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints. Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

### **School Board Policy IIA-instructional resources/instructional materials**

The Board believes that textbooks provide an important and essential source of information for the instructional program. Textbooks and other instructional material adopted by the Board will be selected by the appropriate professional personnel in consultation with parents and citizens. The input of staff and students will be encouraged. Final decisions on purchase will rest with the superintendent or designee, subject to official adoption by the Board in the case of textbooks and other instructional materials. The selection of the textbooks shall conform to the rules of the State Textbook Commission and unless specifically waived by the appropriate State Department of Education authority, the textbooks shall be selected from the official State Board adopted textbook list unless state-approved independent adoption procedures are followed. *For the complete School Board Policies, please see the district web page or you may request a copy from our office.*

*\*\*As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student or a foster parent, as defined in OAR 581-015-0005. 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, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056.*

### **School Board Policy JFCEB-AR - Personal communication Devices and Social Media**

Students may use and possess personal communication devices on district grounds subject to the following:

1. Personal communication devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules;<sup>1</sup>
  2. Unless as authorized in advance by the principal or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day. Personal communication devices **may\*** be used during the student's lunch break. They may not be used at any time in the proximity of any class, school activity or event that may be in session or in progress during those times;
  3. At no time will any personal communication device which allows for a wireless, unfiltered connection to the Internet be allowed to be used for such purposes while on district property or while the student is engaged in school-sponsored activities;
  4. Cellular telephones which have the capability to take "photographs" or "moving pictures" shall not be used for such purposes while on district property or at school-sponsored events unless as expressly authorized in advance by the principal or designee;
  5. The district shall not be responsible for loss, theft or damage to personal communication devices brought to district property or school-sponsored events;
  6. Personal communication devices must not be displayed in plain view during prohibited use times;
  7. Personal communication devices such as personal digital assistants (PDAs) and laptop computers, may be used as electronic study aids during the school day if provided as a part of a student's individualized education plan (IEP), or if permission is received from the student's teacher;
  8. The use of personal communication devices in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited;
  9. The use of personal communication devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited;
  10. Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal concerning the appropriate use of personal communication devices;
  11. Personal communication devices used in violation of law, Board policy, administrative regulation or approved school rules will be confiscated, turned in to the school office and returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate;
  12. Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.
  13. The taking, disseminating, transferring, or sharing of obscene, pornographic, 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. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.
- \*Schools will create guidelines regarding cell phone use, which may include not allowing use of cell phones during the school day.

### **SCHOOL BOARD POLICY JECBD & JECBD-AR – Homeless students**

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. A liaison for students in homeless situations will be designated by the district to carry out duties as required by law. The district will ensure that homeless students are not discriminated against on the basis of their status as homeless. A homeless student will be admitted to the district school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest. Transportation will be provided to and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the district's liaison for homeless students. The superintendent will develop administrative regulations to implement this policy.

#### **Definitions**

1. "Enrollment" means attending classes and participating fully in school activities.

2. "School of origin" means the school that the student attended when permanently housed or the school where last enrolled.
3. "Homeless student" means individuals who lack a fixed, regular and adequate nighttime residence and includes:
  - a. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster placement;
  - b. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - c. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
  - d. Migratory students who qualify as homeless because the students are living in circumstances described in a.-c.
4. "Unaccompanied student" includes a student not in the physical custody of a parent or guardian.

### **Assignment to School**

The district shall, according to the student's best interest, continue the student's education in the school of origin for the duration of homelessness, or the district may enroll the student in a district school in the attendance area in which the homeless student is actually living on the same basis as other district students. When permanent residency is attained, the district may continue the student's education in the school of origin for the remainder of that school year. In determining the best interest of the student, the district shall: To the extent feasible, keep a homeless student in the school of origin, unless doing so is contrary to the wishes of the student's parent or guardian; Provide a written explanation, including a statement regarding the right to appeal, if the district sends a homeless student to a school other than the school of origin or a school requested by the parent or guardian; In the case of an unaccompanied student, ensure that the district's liaison helps in placement or enrollment decisions, considers the views of the student and provides notice of the right to appeal placement and enrollment decisions.

### **Enrollment**

The district shall immediately enroll the student in the school selected even if the student is unable to produce records normally required for enrollment, such as academic records, medical records, proof of residency or other documentation. The district shall immediately contact the school last attended to obtain relevant academic and other records. If the student needs to obtain immunizations, or immunization or medical records, the district shall immediately refer the parent or guardian to the district's liaison, who will help in obtaining necessary immunizations or records.

### **Records**

Any records ordinarily maintained by the district, including immunization or medical records, academic records, birth certificates, guardianship records and evaluations for special services or programs, shall be maintained so that the records are available, in a timely fashion, when a homeless student enters a new school or school district, consistent with state and federal law.

### **Enrollment Disputes**

If a dispute arises over school selection or enrollment, the student shall be immediately admitted to the school requested, pending resolution of the dispute. The parent or guardian of the student shall be provided with a written explanation of the district's decision regarding school selection, including the rights of the parent, guardian or student to appeal the decision through the district's discrimination complaint procedure. The student, parent or guardian shall be referred to the district's liaison, who shall ensure the resolution process is carried out as expeditiously as possible. In the case of an unaccompanied student, the district's liaison shall ensure the student is immediately enrolled in school pending the resolution of the dispute.

### **Services**

Each homeless student shall be provided services comparable to services offered to other students, including the following:

1. Transportation services;
2. Education services for which the student is eligible, such as:
  - a. Title IA
  - b. Special education;

- c. Programs for students with limited English proficiency;
  - d. Professional technical programs;
  - e. Talented and gifted programs.
3. School nutrition programs.

**Coordination**

The district shall coordinate the provision of services to homeless students with local social service agencies and other agencies or programs providing services to homeless students and their families. Services will also be provided in cooperation with other districts on interdistrict issues, such as transportation or transfer of school records, to ensure that homeless students have access to available education and related services.

**INDEX**

- ACADEMIC HONESTY**, 7
- Administrator Responsibilities**, 5
- Admission**, 9
- Alcohol & Controlled Substances, 26
- ALTERNATIVE EDUCATION PROGRAMS**, 7
- Animals**, 24
- Annual Asbestos Notification**, 36
- Athletic/Extracurricular Activities**, 8
- Attendance**, 10
- Building Rules**, 36
- Bullying/Harassment**, 16
- Bullying/Harassment/Fighting**, 14
- Bus Transportation**, 19
- Complaint Policy**, 37
- Computer Use, 33
- Counseling**, 8
- Cyberbullying**, 15
- Directory Information**, 34
- Education Standards Complaints, 36
- Emergency School Closure**, 12
- Expulsion**, 18
- Fees and Fines**, 22
- Field Trips**, 8
- Fire Drills and Other Emergencies**, 22
- Food Products**, 22
- Freedom of Expression, 30
- Gangs**, 32
- Graduation Requirements**, 6
- Health Room**, 24
- Human Sexuality**, 36
- Immunizations**, 9
- Intradistrict Transfer**, 9
- Irregular Attendance**, 11
- Make-Up Assignments**, 11
- Media Access to Students**, 35
- Medication Policy**, 24
- MISSION, 2
- Pagers and Cell Phones**, 25
- Parent Conferences**, 5
- Parent Responsibilities**, 4
- Physical Education**, 8
- Private School and Tutoring**, 36
- Report Cards**, 6
- School Board Policies, 37
- School Breakfast/Lunch Program**, 23
- School Insurance**, 37
- Search & Seizure, 30
- Social Security Numbers**, 9
- SPECIAL PROGRAMS**, 6
- Staff Responsibilities, 5
- Student Behavior Expectations, 13
- Student Dress & Personal Grooming, 21
- Student Records**, 34
- Student Responsibilities**, 3
- Suspension of Driving Privileges**, 19
- Suspension/Expulsion**, 17
- Threats of Violence, 28
- Tobacco, 26
- TOBACCO USE REGULATIONS**, 5
- unexcused absences**, 10
- Vandalism, 27
- Video Cameras**, 23
- Volunteers**, 4
- Weapons, 29

**IMPORTANT PHONE NUMBERS:**

- TRANSPORTATION.....541-475-3536
- FOOD SERVICE.....541-475-6192
- JEFFERSON COUNTY EDUCATIONAL SERVICE DISTRICT (ESD)...541-475-2804
- FAX.....541-475-2827
- JEFFERSON COUNTY SCHOOL DISTRICT SUPPORT SERVICES.....541-475-6192
- FAX.....541-475-6856
- KIDS CLUB.....541-475-7028

## **JEFFERSON COUNTY SCHOOL DISTRICT DIRECTORY:**

### **District Office- Support Services**

509J District office	<b>541-475-6192</b>
Superintendent:	Rick Molitor
Chief Financial Officer:	Martha Bewley
Curriculum and Federal Programs Director:	Melinda Boyle
Director of Special Programs:	Barbara Garland
Director of Human Resources and Operations:	Darryl Smith
Director of Performing Arts	Shannan Ahern
Transportation Supervisor	Cindy Struck
Food Services Supervisor	Patti Jobe
Operations (Maintenance/Transportation) Supervisor	Tim Whitaker

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the District office for additional information and/or compliance issues:

District Official/Compliance Officer: Rick Molitor

