

JEFFERSON COUNTY SCHOOL DISTRICT RIGHTS AND RESPONSIBILITIES HANDBOOK 2018-2019

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:

Board Chair Courtney Snead, Vice Chair Stan Sullivan, Laurie Danzuka, Tom Norton Jr., and Jamie Hurd

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: Ken Parshall

SCHOOLS

Madras Elementary 210 SE 10 th Street, Madras.....	541-475-3520
Principal.....Chris Wyland	
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.....Greg Cole	
Metolius Elementary 420 SW Butte Ave., Metolius.....	541-546-3104
Principal.....Adam Dietrich	
Big Muddy One Muddy Road, PO Box 220, Antelope, OR. 97001	541-475-6192
Principal.....Melinda Boyle	
Jefferson County Middle School 1180 SE Kemper Way, Madras.....	541-475-7253
Principal.....Simon White	
Madras High School 390 SE 10 th St, Madras.....	541-475-7265
Principals.....Mark Neffendorf and H D Weddel	
Bridges Career and Technical High School 410 SW 4 th St. Madras.....	541-475-4820
Vice-Principal.....Nate Tyler	

Contents

SCHOOLS	1
SCHOOL DISTRICT MISSION.....	3

INTRODUCTION	4
ACADEMICS.....	7
ENROLLMENT/ATTENDANCE.....	11
STUDENT CONDUCT AND DISCIPLINE	16
BUS TRANSPORTATION	23
SCHOOL ENVIRONMENT	24
STUDENT RECORDS.....	39
NOTIFICATIONS.....	41
SCHOOL BOARD POLICIES	44
School Board Policy BD: Board Meetings/Regular Board Meetings	44
School Board Policy GBK - Tobacco Free School.....	44
School Board Policy JFC - Rules for Student Conduct.....	44
School Board Policy JFCE/JFCEA - Secret Societies & Gang Activities	44
School Board Policy JCFM-Threats of violence.....	45
School Board Policy JFCF-HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING	45
School Board Policy JE-Attendance	47
School Board Policy JO-EDUCATION RECORDS.....	47
School Board Policy KL –Public Complaints.....	47
School Board Policy AC-Nondiscrimination	48
School Board Policy IIA-instructional resources/instructional materials	48
School Board Policy JFCEB-AR - Personal communication Devices and Social Media	49
SCHOOL BOARD POLICY JECBD & JECBD-AR – Homeless students.....	50
INDEX.....	51
IMPORTANT PHONE NUMBERS.....	52
JEFFERSON COUNTY SCHOOL DISTRICT DIRECTORY:.....	52

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 Randy Bryant 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

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.
- Title IA Services - The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title IA program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title IA. Students or parents with questions should contact a building administrator or counselor.

Graduation Requirements

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

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

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

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

The district may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

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

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in either 4 years after starting the ninth grade, or until the student reached the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

Beginning in grade five when a student is taking an alternative assessment or after a documented history to qualify for a modified diploma, an extended diploma or an alternative certificate has been established, the district will annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma, an extended diploma and an alternative certificate.

A student who qualifies to receive or receives a modified diploma, an extended diploma or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who received an extended diploma or an alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school, as determined by the individualized education program (IEP) team.

A student who has received a modified diploma shall continue to have access to individually designed instructional hours, hours of transition services and hour of other service that are designed to meet the

unique needs of the student. (A student who received a modified diploma prior to July 1, 2018, shall continue to have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student.)

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

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

The district may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the Essential Skills graduation requirement using another approved assessment option.

Students and their parents will be notified of graduation and diploma requirements through the high school curriculum guide.

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

ATTENDANCE**

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

The district will notify the parent, in writing and in the native language of the parent, that, in accordance with law, the [superintendent] will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements maybe issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine.

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.

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

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

ASSESSMENT PROGRAM

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

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

Immunizations

Oregon law requires evidence of immunization or a non-medical or medical 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 (CIS) form documenting either evidence of immunization or a nonmedical 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 exemption(s).

Non-medical exemptions may be obtained by one of two ways. The student's parent/guardian or the student, if 15 years of age or older, can go to www.healthoregon.org/vaccineexemption and complete the online module(s) for the corresponding immunizations. A copy of the certificate is needed along with the signed certification of immunization status (CIS) form to satisfy the immunization requirements. Secondly, the student can see their health care provider and have

them sign a Vaccine Education Certificate, which then must be turned into the school along with the signed CIS form for documentation. Medical exemptions are obtained by the student's health care provider and have to be approved by the Jefferson County Public Health Department.

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.

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.

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.

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse or Secretary so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the physician, physician assistant, nurse practitioner, local health department nurse or school nurse that the disease is no longer communicable to others in the school setting.

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 school's 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 1:30P.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 has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

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

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

		"please", "thank you" and "excuse me"	
Commons/ Lunchroom	<ul style="list-style-type: none"> • Walk safely & slowly • Hands & feet to self 	<ul style="list-style-type: none"> • Listen & follow directions • Use polite manners • Respect others' personal space in line & at table • Use quiet voices 	<ul style="list-style-type: none"> • Stand in a single-file line • Keep your area clean • Dump trays • Use food appropriately • Help keep cafeteria clean for all

Bathrooms	<ul style="list-style-type: none"> • Keep water off floor • Report problems to an adult • Wash hands with soap • Hands & feet to self 	<ul style="list-style-type: none"> • Return to classroom promptly • Leave area clean • Treat people with respect 	<ul style="list-style-type: none"> • Give people privacy • Use facilities appropriately
Assemblies and Special Events	<ul style="list-style-type: none"> • Move safely to designated area • Sit quietly during presentation • Wait for dismissal instructions • No Horseplay 	<ul style="list-style-type: none"> • Focus on presentation • Applaud appropriately • Always be encouraging • Be silent when signaled • Comment to neighbors only at appropriate times 	<ul style="list-style-type: none"> • Be a good participant • Meet personal needs before assembly • Take responsibility for your actions

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.

“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 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. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

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.

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

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.

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.

Individuals may also be referred to law enforcement officials.

_____ *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 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 loss of privileges such as checking out books or participating in athletics and activities.

A written notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district.

A request to waive the student's debt must be submitted in writing to the principal or designee. Fees, fines and charges owed to the district may be waived at the discretion of the principal or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;

4. There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt.

Such requests must be received no later than 10 calendar days following the district's notice.

All such restrictions and/or penalties shall end upon payment of amount owed.

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

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrumental rental and uniform maintenance;
8. Student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Fees for use of towels provided by the district for P.E. classes or athletics;
12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities.
15. Not returning athletic equipment.

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.

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.

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

Vehicles parked on district property are under the jurisdiction of the district. The district [requires] that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy.

In applying for a parking permit student will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

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

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 2nd 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.

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, Inhalant delivery system, etc.).

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

"Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device; or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products

that are USFDA-approved for sale as a tobacco cessation products or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

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.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM**

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

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

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

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

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

-----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).

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.

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

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.

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

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.

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records.

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

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

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.

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.

Talented and Gifted (TAG) Programs and Services Complaints IGBBC

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the Superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the Superintendent within 10 school days of receiving the original complaint. The Superintendent will report the recommendation to the Board whose decision will be final.

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

RESTRAINT AND SECLUSION

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others.

Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above.

Staff Sexual Conduct with Students

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered abuse of a child as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the Human Resources Director will follow upon receipt of a report.

The person designated to receive sexual conduct reports is Human Resources Director the event the designated person is the suspected perpetrator, the Superintendent shall receive the report. When the Human Resources Director takes action on the report, the person who initiated the report must be notified.

The district will provide annual training to district employees, parents and student regarding the prevention and identification of sexual conduct.

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://jcsd.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 JCFH-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.

Students with Sexual Harassment Complaints JBA/GBN

Sexual harassment of or by staff, students, Board members, volunteers, parents, visitors, service contractors or others engaged in district business is strictly prohibited in the district. 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 jurisdiction of the district or where the employee is engaged in district business.

“Sexual harassment of students” means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance; or creates an intimidating, offensive or hostile educational environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step 2 The district official receiving the information or complaint shall promptly initiate an investigation. The district official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant [in writing] when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter, the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step 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 within [10] working days.

Step 4 If a complainant is not satisfied with the decision at Step 3, the complainant may submit a written appeal to 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 appeal. 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 Regional Civil Rights Director, U.S. Department of Education, and Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

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;¹
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:
4. 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;
5. 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;
6. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
7. Migratory students who qualify as homeless because the students are living in circumstances described in a.-c.
8. "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	Immunizations, 9
Administrator Responsibilities, 5	Intradistrict Transfer, 9
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	

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	541-475-6192
Superintendent:	Ken Parshall
Chief Financial Officer:	Martha Bewley
Curriculum and Federal Programs Director:	Melinda Boyle
Director of Special Programs:	Barbara Garland
Director of Human Resources and Operations:	Randy Bryant
Director of Performing Arts	Shannan Ahern
Transportation Supervisor	Cindy Struck
Food Services Supervisor	Patti Jobe
Operations (Maintenance/Facilities) 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: Ken Parshall

Please Respond
in English

English
School-Parent Compact

School-Parent Compact

Date: _____
(mm/dd/yyyy)

Dear Parent or Guardian:

We value what you do to help your child succeed in school. One part of our school’s parent and family engagement policy is this school-parent compact. This compact is developed jointly with parents and identifies ways you and school staff can share the responsibility for supporting your child’s learning.

School’s Responsibility:

- We will provide high quality curriculum and instruction in a supportive and effective learning environment
- We will provide you with assistance in understanding academic achievement standards and tests, how to track your child’s progress, and how to establish an successful homework setting and routine
- We will provide opportunities for regular communication between you and teachers through:
 - parent-teacher conferences,
 - frequent reports about your child’s progress,
 - opportunities to talk with staff, volunteer in class, and observe classroom activities,
 - ensuring regular communication between family members and school staff to the extent possible, in a language that family members can understand

Parent’s Responsibility:

- Encourage your child to attend school regularly
- Encourage your child to use positive school behavior
- Set regular times for homework and support effort, completion, and correctness
- Set limits on the amount of time your child spends in front of a screen such as a television, smartphone, or computer and encourage positive use of your child’s additional time
- Volunteer in your child’s school and classroom if time or schedule permits
- Attend parent-teacher conferences and when it is appropriate, participate in decisions about the education of your child.

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed with you during a parent-teacher conference as it relates to your child’s progress in school.

Thank you for your support and involvement in your child’s education. Please contact the person listed below for more information:

Name: _____ Title: _____
Telephone Number: _____ Email Address: _____

Please sign and date below to show that you have read and received this information. Please return the entire form to your child’s teacher.

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

OFFICE USE ONLY				
Student ID #	Student Name	Date Distributed	Faculty Name	Faculty ID #

Acuerdo entre los padres y la escuela

Fecha: _____
(mm/dd/aaaa)

Estimado padre/madre/tutor:

Valoramos lo que hace para ayudar a que su hijo(a) tenga éxito en la escuela. Este acuerdo entre los padres y la escuela forma parte de la política de participación de los padres y las familias de nuestra escuela. Este acuerdo se desarrolló en colaboración con los padres e identifica maneras en las que usted y el personal de la escuela pueden compartir la responsabilidad de apoyar el aprendizaje de su hijo(a).

Responsabilidades de la escuela:

- Ofreceremos programas e instrucción de alta calidad en un entorno de aprendizaje eficaz y de apoyo.
- Proporcionaremos asistencia para comprender las pruebas y los estándares de rendimiento académico, para saber cómo supervisar el avance de su hijo(a) y para poder establecer un entorno y una rutina de tareas exitosos.
- Proporcionaremos oportunidades periódicas de comunicación entre usted y los maestros a través de:
 - reuniones de padres y maestros,
 - informes frecuentes sobre el avance de su hijo(a),
 - oportunidades para hablar con el personal, trabajar como voluntario en la clase y observar las actividades del salón de clases,
 - garantizaremos una comunicación continua entre los miembros de la familia y el personal de la escuela en la medida de lo posible, en un idioma que los miembros de la familia puedan comprender.

Responsabilidades de los padres:

- Alentar a su hijo(a) a asistir a la escuela con regularidad
- Incentivar a su hijo(a) a tener un comportamiento escolar positivo
- Establecer horarios regulares para la tarea y apoyar el esfuerzo, la finalización y la exactitud de las tareas
- Establecer límites para el tiempo que su hijo(a) pasa frente a una pantalla, como la televisión, un teléfono inteligente o una computadora, y alentar el uso positivo del tiempo libre
- Trabajar como voluntario en la escuela y el salón de clases de su hijo(a) si el horario lo permite
- Asistir a las reuniones de padres y maestros y, cuando sea apropiado, participar en decisiones sobre la educación de su hijo(a).

Revise este Acuerdo entre los padres y la escuela con su hijo(a). Podemos analizar este Acuerdo con usted durante una reunión de padres y maestros en lo que se refiere al avance escolar de su hijo(a).

Gracias por su interés y participación en la educación de su hijo(a). Para obtener más información, comuníquese con la persona que se indica a continuación:

Nombre: _____ Título: _____

Número de teléfono: _____ Dirección de correo electrónico: _____

Firme e incluya la fecha a continuación para confirmar que ha leído y recibido esta información. Devuelva todo el formulario al maestro de su hijo(a).

Firma del padre/madre/tutor: _____ Fecha: _____

Firma del maestro: _____ Fecha: _____

OFFICE USE ONLY				
Student ID #	Student Name	Date Distributed	Faculty Name	Faculty ID #

Family Educational Rights and Privacy Act (FERPA) Annual Notice of Student Education Record Privacy

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student. At that time the student is an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1. You have the right to examine and review the student's education records kept by the school. The school must allow this within 45 days of receiving a written request. The request should identify the record(s) to be examined. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to request access to your child's record:

Name of Staff: _____ Phone: _____

Email: _____

You will be notified of the place and time the record(s) may be available for review.

2. You have the right to request that the school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record that you are requesting be changed, and (b) why it is inaccurate or misleading. If the school decides not to change the record, the parent or eligible student has the right to a hearing. A hearing is like a legal trial where evidence is reviewed to determine what should be done. After the hearing, if the school still decides not to change the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request a change to your child's record:

Name of Staff: _____ Phone: _____

Email: _____

3. You have the right to control the release of your child's personally identifiable information from his or her education record. The school or district must, with certain exceptions, obtain parent written consent prior to the release of personally identifiable information from education records. The exception is that release of personally identifiable information without consent is allowable when it is released to authorized representatives of the school district with legitimate educational interests. This would be to:
 - a. a person employed by the district;
 - b. a person serving on the school board;
 - c. a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist);
 - d. a parent or student serving on an official committee, such as a grievance (complaint) or disciplinary committee or assisting another school official;
 - e. an official of another school district in which a student seeks to enroll;
 - f. an individual or agency responsible for audit, evaluation, or enforcement of compliance with state or federally supported programs.
4. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also release personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be released without prior consent if the categories to be released are designated and parents are given the opportunity to refuse to allow directory information to be released prior to it being released.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Please Respond
in English

English
Access to Student Information by
Military or College Recruiters

Access to Student Information by Military or College Recruiters

School: _____ Date: _____
(mm/dd/yyyy)

Dear Parent, Guardian, or Secondary Students:

Our district receives funds from the federal government under the *Elementary and Secondary Education Act* as amended (2015). These funds are used to provide additional help to students in greatest academic need. If requested, the law also requires that districts receiving these funds must provide military recruiters, colleges and universities access to the names, addresses and telephone listings of secondary students.

It is important for you to know that a secondary school student or his or her parent or guardian may request that the student's name, address, and telephone number not be provided by the district *without prior written parental consent*. If you would like to make such a request, please complete the following form and return it to your child's school.

***Parent or Guardian: Please complete this section and return the entire form to your child's school.
Use a separate form for each child.***

I am aware the district must provide student names, addresses and telephone listings access to military recruiters, colleges, or universities. I am aware the district will provide this information upon request, unless I require that such information not be given to the following groups *without prior written parental consent*:

Military Recruiters (please check one):

- Do not release my secondary student's information to military recruiters at any time.
- Do not release my secondary student's information to military recruiters until you have first obtained my *prior written parental consent* before doing so.

Colleges, Universities, or Institutions of Higher Learning (please check one):

- Do not release my secondary student's information to colleges, universities or other institutions of higher learning at any time.
- Do not release my secondary student's information to colleges, universities or institutions of higher learning until you have first obtained my *prior written parental consent* before doing so.

Name of Student: _____ Name of Parent or Guardian: _____

Parent Signature: _____ Date: _____
(mm/dd/yyyy)

Adult Student Signature: _____ Date: _____
(mm/dd/yyyy)

OFFICE USE ONLY			
Student ID #	Date Distributed	Date Received	

Por favor,
responda en inglés

Spanish
Access to Student Information by
Military or College Recruiters

**Acceso a la información de los alumnos por parte de
reclutadores militares o universitarios**

Escuela: _____ Fecha: _____
(mm/dd/aaaa)

Estimados padre/madre/tutor o alumnos de escuela secundaria:

Nuestro distrito recibe fondos del gobierno federal de conformidad con la *Ley de Educación Primaria y Secundaria (Elementary and Secondary Education Act)* en su versión vigente (2015). Estos fondos se utilizan para proporcionar ayuda adicional a alumnos con mayores necesidades académicas. Si se lo solicita, la ley también exige que los distritos que reciben estos fondos les proporcionen a los reclutadores militares, instituciones de educación superior y universidades acceso a las listas de nombres, direcciones y teléfonos de los alumnos de secundaria.

Es importante que sepa que los alumnos de secundaria o sus padres/tutores pueden solicitar que el distrito no proporcione su nombre, dirección ni número de teléfono *sin el consentimiento previo por escrito de los padres*. Si desea realizar dicha solicitud, complete el siguiente formulario y devuélvalo al maestro de su hijo(a).

***Padre/madre o tutor: complete esta sección y devuelva todo el formulario a la escuela de su hijo(a).
Use un formulario individual para cada niño(a).***

Tengo conocimiento de que el distrito debe proporcionarles acceso a las listas de nombres, direcciones y teléfonos de los alumnos a los reclutadores militares, instituciones de educación superior o universidades. Tengo conocimiento de que el distrito proporcionará esta información previa solicitud, a menos que yo pida que dicha información no se divulgue a los siguientes grupos *sin el consentimiento previo por escrito de los padres*:

Reclutadores militares (marque una opción):

- Solicito que no se divulgue la información de mi hijo(a) de secundaria a reclutadores militares en ningún momento.
- Solicito que no se divulgue la información de mi hijo(a) de secundaria a reclutadores militares sin antes haber obtenido el *consentimiento previo por escrito de los padres*.

Instituciones de educación superior, universidades u otras instituciones de nivel superior (marque una opción):

- Solicito que no se divulgue la información de mi hijo(a) de secundaria a instituciones de educación superior, universidades ni otras instituciones de nivel superior en ningún momento.
- Solicito que no se divulgue la información de mi hijo(a) de secundaria a instituciones de educación superior, universidades ni otras instituciones de nivel superior sin antes haber obtenido el *consentimiento previo por escrito de los padres*.

Nombre del/la alumno(a): _____ Nombre del padre/madre o tutor: _____

Firma del padre/madre: _____ Fecha: _____
(mm/dd/aaaa)

Firma del/la alumno(a) adulto(a): _____ Fecha: _____
(mm/dd/aaaa)

OFFICE USE ONLY			
Student ID #	Date Distributed	Date Received	

Protección de los derechos del alumno (Protection of Pupil Rights (PPRA)) Aviso anual para los padres

Estimado padre/madre/tutor:

El objetivo de esta carta es informarle sobre sus derechos con respecto a las prácticas del distrito en relación con encuestas, recopilación y uso de información de los alumnos con propósitos de marketing y ciertos exámenes físicos. Estos derechos incluyen los siguientes:

1. Se requiere su consentimiento antes de que los alumnos completen una encuesta que tenga relación con una o más de las siguientes áreas protegidas si la encuesta es financiada total o parcialmente por un programa del Departamento de Educación de los EE. UU. (U.S. Department of Education).
 - Afiliaciones o creencias políticas del/la alumno(a) o de sus padres;
 - Problemas mentales o psicológicos del/la alumno(a) o de su familia;
 - Comportamiento o actitudes sexuales;
 - Comportamiento ilegal, socialmente inaceptable, que implica su culpa o que sea humillante;
 - Juicios críticos de otras personas con quienes los encuestados tengan relaciones familiares cercanas;
 - Relaciones privilegiadas reconocidas legalmente, como con abogados, médicos o ministros;
 - Prácticas, afiliaciones o creencias religiosas del/la alumno(a) o de los padres, o
 - Ingresos, que no sean los exigidos por ley para determinar la elegibilidad para el programa.
2. Debe recibir aviso y tener la oportunidad de negarse a que su hijo(a) participe en:
 - Cualquier otra encuesta de información protegida, independientemente del financiamiento;
 - Cualquier examen o control físico exhaustivo que no sea de emergencia y que sea requerido como una condición de asistencia, realizado por la escuela o su agente, y que no sea necesario para proteger la salud y seguridad inmediata de un/una alumno(a). Las excepciones son para controles auditivos, de la vista o para detectar escoliosis (trastorno de la columna vertebral), o cualquier control o examen físico permitido o exigido por la ley estatal, y
 - Actividades que involucren la recopilación, divulgación o el uso de información personal obtenida de los alumnos con fines de marketing o ventas, o para distribuirla a otras personas.
3. Puede revisar, previa solicitud y antes de su administración o uso, lo siguiente:
 - Encuestas de información protegida de los alumnos;
 - Instrumentos utilizados para recopilar información personal de los alumnos con propósitos de marketing, ventas o distribución, y
 - Materiales de instrucción utilizados como parte del programa de estudios educativo.

Cuando los alumnos cumplen 18 años o en el caso de menores emancipados (estado independiente) según la ley estatal, los derechos de los padres se transfieren a los alumnos.

El distrito ha adoptado políticas, a través de consultas con los padres, respecto a estos derechos. Estas políticas están relacionadas con disposiciones para proteger la privacidad de los alumnos durante la administración de las encuestas de información protegida y la recopilación, divulgación o el uso de la información personal para fines de marketing, ventas o por otros motivos de distribución. Los padres recibirán una notificación sobre estas políticas al menos una vez al año al comienzo de cada año escolar y después de cualquier cambio importante. Al comienzo del año escolar, el distrito también informará a los padres si ha determinado las fechas específicas o estimadas de actividades o encuestas, y les dará una oportunidad para que se nieguen a que sus hijos participen en una actividad o encuesta específica.

Para las actividades programadas después del comienzo del año escolar, los padres recibirán aviso razonable de las actividades y encuestas planificadas, y tendrán la oportunidad de negarse a que sus hijos participen en estas actividades y encuestas. A los padres también se les proporcionará una oportunidad para revisar cualquier encuesta correspondiente. A continuación, se encuentra una lista de las actividades y encuestas específicas contempladas por este requisito:

- recopilación, divulgación o uso de información personal con fines de marketing, ventas u otro tipo de distribución;
- administración de cualquier encuesta de información protegida que no esté financiada por el Departamento de Educación de los EE. UU., y
- cualquier examen o control físico exhaustivo que no sea de emergencia, como se describió anteriormente.

En caso de estar programadas en este momento, encontrará adjunto un aviso de “Actividades y encuestas programadas”. Para su comodidad, también hemos adjuntado un formulario de “Consentimiento o respuesta de rechazo de los padres” que tiene que devolver a la oficina.

Para presentar una queja ante el Departamento de Educación de los EE. UU. sobre supuestos incumplimientos del distrito de los requisitos de la PPRA, comuníquese con:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

**Protection of Pupil Rights (PPRA)
Annual Notice to Parents**

Dear Parent or Guardian:

This letter is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Your consent is required before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal behavior, socially unacceptable behavior, behavior that implies your own guilt, or humiliating behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - Religious practices, affiliations or beliefs of the student or parents; or
 - Income, other than is required by law to determine program eligibility.
2. You must receive notice and an opportunity to refuse to have your student participate in –
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, in depth physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions are made for hearing, vision or scoliosis (spine disorder) screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, release, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. You may review, upon request and before administration or use –
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor (has independent status) under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights. These policies relate to arrangements to protect student privacy in the administration of protected information surveys and the collection, release, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any important changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to refuse to have his or her child participate in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notice of the planned activities and surveys and will be provided an opportunity to refuse to have their child participate in these activities and surveys. Parents will also be provided an opportunity to review any relevant surveys. The following are specific activities and surveys covered under this requirement:

- collection, release or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey not funded by the U.S. Department of Education; and
- any non-emergency, in depth physical examination or screening as described above.

Attached, if scheduled at this time, is a "Scheduled Activities and Surveys" notice. For your convenience, we have also attached a "Parent Consent or Refusal Response" form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

**Ley de Derechos Educativos y Privacidad de la Familia (Family Educational Rights and Privacy Act (FERPA))
Aviso anual sobre la privacidad de los registros educativos de los alumnos**

Estimado padre/madre/tutor:

La Ley de Derechos Educativos y Privacidad de la Familia (FERPA) es una ley federal que protege la privacidad de los registros educativos de los alumnos. La ley se aplica a todas las escuelas que reciben fondos federales.

La ley FERPA les otorga a los padres ciertos derechos con respecto a los registros educativos de sus hijos. Cuando los alumnos cumplen 18 años o asisten a una universidad o escuela de nivel superior, los derechos de los padres se transfieren a los alumnos. En ese momento, los alumnos son "alumnos elegibles" según la ley.

Según la ley FERPA, los padres y los alumnos elegibles tienen los siguientes derechos:

1. Derecho a examinar y revisar los registros educativos del/la alumno(a) en poder de la escuela. La escuela debe permitirlo en un plazo de 45 días a partir de la recepción de una solicitud por escrito. La solicitud debe identificar los registros que se examinarán. La escuela no está obligada a proporcionar copias de los registros y puede cobrar una tarifa si se solicitan copias. Para acceder a los registros de su hijo(a), puede comunicarse con el miembro del personal que figura a continuación:

Nombre del miembro del personal: _____ Teléfono: _____

Correo electrónico: _____

Se le notificará sobre el lugar y hora en que podrá revisar los registros.

2. Tiene derecho a solicitar que la escuela corrija los registros que considera incorrectos o equívocos. La solicitud debe presentarse por escrito y especificar claramente: (a) la parte del registro que se solicita cambiar y (b) por qué dicho registro es incorrecto o equívoco. Si la escuela decide no modificar el registro, los padres o el/la alumno(a) elegible tienen derecho a solicitar una audiencia. Una audiencia es similar a un proceso legal, donde se revisa evidencia para determinar los pasos a seguir. Después de la audiencia, si la escuela ratifica su decisión de no modificar el registro, los padres o el/la alumno(a) elegible tienen derecho a incluir en el registro una declaración sobre la información en disputa. La escuela no tiene la obligación de considerar las solicitudes para enmendar decisiones disciplinarias o sobre calificaciones, u opiniones de autoridades escolares que consten en el registro educativo, ni la determinación acerca de la educación especial del/la alumno(a). Para solicitar una modificación de los registros de su hijo(a), puede comunicarse con el miembro del personal que figura a continuación:

Nombre del miembro del personal: _____ Teléfono: _____

Correo electrónico: _____

3. Tiene derecho a controlar la divulgación de la información de identificación personal de su hijo(a) que consta en el registro educativo. La escuela o distrito deben, con determinadas excepciones, obtener el consentimiento por escrito de los padres antes de divulgar información de identificación personal de los registros educativos. La excepción permite divulgar información de identificación personal sin consentimiento cuando se realiza ante representantes autorizados del distrito escolar con intereses educativos legítimos. Pueden ser:
 - a. una persona empleada por el distrito;
 - b. una persona que ejerce un cargo en la junta escolar;
 - c. una persona o empresa que el distrito ha contratado para desempeñar una tarea especial (como un abogado, auditor o terapeuta);
 - d. un padre/ madre o un/una alumno(a) que presta servicios en un comité oficial, como un comité de quejas (reclamos) o un comité disciplinario, o que asiste a otra autoridad escolar;
 - e. una autoridad de otro distrito escolar en el que el/la alumno(a) desea inscribirse;
 - f. una persona u organismo a cargo de la auditoría, evaluación o aplicación del cumplimiento de los programas con apoyo estatal o federal.

4. Una autoridad escolar posee un interés educativo legítimo si tiene la necesidad de revisar un registro educativo para cumplir con su labor profesional. Un distrito escolar también puede divulgar, sin consentimiento previo por escrito, información de identificación personal de los registros educativos a los terceros correspondientes en relación con una emergencia, si el conocimiento de dicha información fuera necesario para proteger la salud o seguridad del/la alumno(a) u otras personas. La información de directorio de los alumnos también puede divulgarse sin consentimiento previo si se identifican las categorías que se divulgarán y los padres tienen la oportunidad de no permitir la divulgación de la información de directorio antes de que sea divulgada.

Si considera que el distrito escolar no ha cumplido con los requisitos de la ley FERPA, tiene el derecho de presentar una queja ante el Departamento de Educación de EE. UU. (U.S. Department of Education) a la siguiente dirección:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605