

# Camas Valley Community Charter School

**Camas Valley School District** does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation<sup>1</sup> 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; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

## **Our Mission Statement**

The mission of the Camas Valley Community Charter School is to educate students so that they are prepared for continuing education and the world of work by capitalizing on the school's small size and unique community partnerships to enable students to become independent, productive citizens of the world.

## **Our Philosophy**

It is the philosophy of the District to cultivate a well rounded education for each student emphasizing the basic skills needed to function as Individual, Family Member, Citizen, Learner, Producer, and Consumer.

The District believes that education is an ongoing, lifelong process that extends beyond the formal constraints of the school environment. Education must be the product of a joint venture between the home, the school, and the community.

## **Our Goals**

The Board adopts as School District Goals the same goals as adopted by the State Board of Education. In taking this action it is the intent of the Camas Valley School Board to assure that every student in our schools shall the opportunity to learn to function effectively in six life roles: 1) Individual, 2) Learner, 3) Producer, 4) Citizen, 5) Consumer, and 6) Family Member. The Board recognizes as its priority goal its primary responsibility to see that each student obtains the skills identified in the role as a Learner. In addition, the District shall provide instruction and opportunities to obtain the skills identified, in other roles.

## **Camas Valley Community Charter School Goals**

- The students will learn to accept responsibility for their actions and subsequent consequences.
- The students will learn to develop and communicate ideas effectively.
- The students will learn to complete tasks individually and work cooperatively with others.
- The students will be able to apply basic skills of reading, writing, computation, listening, speaking, and problem solving.
- The students will develop the skills and attitudes necessary to be a contributing member of society.
- The students will be able to examine, process and use information.
- The students will be able to develop and maintain physical and mental health.

- The students will be able to use technology to acquire and demonstrate knowledge.

**Our Staff**

If you need to contact a teacher or student during school hours, please call the office at 445-2131. Your message will be delivered to the teacher or student as soon as possible. If you would like to email a staff member, please address it as follows: [john.doe@camasvalley.k12.or.us](mailto:john.doe@camasvalley.k12.or.us), except replace "john.doe" with the staff member you wish to contact.

**Office Staff**

Don Wonsley	Superintendent/Principal
Tyler Ochs	Assistant Principal
Jeanine Dever	Administrative Assistant
Tina Fisher	Purchasing Clerk/H.S. Athletic Director/Support Services

**High School Staff**

	Science
Bill Storey	Special Education
Mary Bringham	Social Studies
Ellen Windus	Mathematics
Keri Ewing	Physical Education
Christian Bringham	Language Arts
Rick Taylor	Construction
Robert Brown	Youth Transition Support/M.S. Athletic director
Amanda Kirkman	Art
Michael MacLean	Music

**Middle School Staff**

LeAnn Graham	Middle School
Tabatha Roderick	Middle School

**Elementary Staff**

Cheyenne Nosko	Kindergarten
Caitlyn Meals	Grade 1
Katrina Carkhuff	Grade 2
Denae Levin	Grade 3
Michael Bonebrake	Grade 4
Diane Bonebrake	Grade 5

**Instructional Aides**

Shelly Dancer	Instructional Aide
Anita Ferrara	Instructional Aide
Debbie Godfrey	Instructional Aide
Anita Ferrara	Instructional Aide
Diane Schiro	Instructional Aide

**Instructional Aides (continued)**

Gina Tilton Instructional Aide  
Laura Beans Instructional Aide  
Lara Casteel Instructional Aide

**Support Staff**

Andrea Carter Library Aide/Technology Coordinator  
Garrett Moniz Maintenance/Custodian Supervisor  
Robert Gerke Custodian  
Dean Pierce Custodian  
Geraldine Humphrey Head Cook  
Tina Fisher Bus Driver/Transportation Supervisor  
Gina Tilton Bus Driver

**School Board Members**

Steve Scott 541-860-2600  
Ralph Lamell 458-802-0640  
Rochelle Herberger 541-430-0226  
Gayle Bowser 541-445-2047  
Charlie Redfern 541-430-5749

**School Board**

School Board meetings are held (unless scheduled otherwise) every third Thursday of the month in the community resource center at 7:00pm. All are invited to attend.

**Charter Council**

Using collaborative decision-making, based on consensus and the active involvement of staff, parents, students and community, the Camas Valley Community Charter School District Charter Council will help create an academic environment conducive to high student performance.

**School Hours**

The school building will not be open for students before 7:30a.m. as there is no supervision prior to that time. **Students are not to arrive on campus prior to 7:30 am.** School hours are as follows:

**Grades K - 5: 8:00am - 3:00 pm - Monday - Thursday**

**Grades 6-12: 9:30am - 4:15 pm - Monday - Thursday**

School will be held on Fridays if there is a Monday holiday (i.e. Labor Day, Martin Luther King Day, President's Day, and Memorial Day.)

**Secondary Schedule**

Period	Start	End	Block Schedule
1	9:30	11:00	A Day
2	9:30	11:00	B Day
3	11:05	12:35	A Day
4	11:05	12:35	B Day
<b>Lunch</b>	12:35	1:05	
5	1:05	2:35	A Day
6	1:05	2:35	B Day
7	2:40	4:15	A Day
8	2:40	4:15	B Day

### **Breakfast/Lunch**

Information regarding free and/or reduced meals may be obtained in the school office. Inquiries are confidential. **There is no charge for breakfast for all grade levels, kindergarten through grade 12.**

Meals should be paid for in advance according to district policy. When paying for meals by check, please make checks payable to Camas Valley School. You are welcome to have lunch with your child.

If, for health reasons, your child is unable to eat certain foods, we require a note from your family doctor, which will be placed in the student's permanent record folder.

### **Safety in our School**

We are concerned about the safety of your child. This requires the school office be notified when:

- **Students leave the building or grounds with parental permission.**
- **Parents are taking children out of school for appointments, vacation, etc. Please come to the office and sign them out.**
- **Parents or visitors enter the building for any reason. We ask visitors and parent volunteers to wear visitor tags that are available in the school office when signing in.**

### **Dismissal**

Please make sure that your child knows how they are getting home each day. Please notify the office of any changes by **3:00 pm** so that we can get the message to your child(ren) and bus drivers.

### **Bus**

A note or call from home is required when there is any change in a child's bus riding or dismissal routine. **If a child does not have a note or no phone call from home is received, students will be sent home on their regular bus route.** One note is sufficient for students participating in Good News Club.

## **Personal Electronic Devices**

Personal electronic devices include cell phones, music players, electronic games, and other personal devices not owned by the school. **The use of electronic devices during scheduled class time without teacher permission is prohibited. If a student is caught using an electronic device without teacher permission during scheduled class time the device will be confiscated and held in the office until a parent/guardian can pick it up.** Bringing personal electronic devices to school is discouraged, but not banned in most cases. The school takes no responsibility for loss or damage to such devices and suggests that the best way to keep them safe and operational is to keep them home. No personal electronic device shall be allowed at school containing or accessing objectionable content, suggestive pictures, any form of nudity, degrading material, or any other media not normally allowed at school. Violation of this rule may result in immediate confiscation of such device and possible notification to law enforcement.

It is against school policy to take pictures or videos of other students at school without specific permission from the office. Each student has privacy rights including the right over release of photographs and videos at school. Check with the office for media release procedure prior to capturing photographs or videos.

## **Cell Phone Use**

Students may use cell phones before school, during passing periods, at lunch and after school. Phones are not allowed in the classroom for any reason (including talking, listening, ringing, text messaging, checking the time, taking pictures, etc.) during class time unless teacher permission is granted. The discipline matrix violations of this policy will be as follows:

### **1st Violation**

Confiscate the electronic device/cell phone and return to a parent only.

### **2nd Violation**

Confiscate the electronic device/cell phone, assign work detail or in-school suspension, return to a parent only.

### **3rd Violation**

Confiscate the electronic device/cell phone, suspension for a term deemed appropriate, return to a parent only.

**Refusal to turn over an electronic device or cell phone to a school staff member or administrator upon request may result in suspension for defiance of school authority.**

## **Telephone Use**

We want to assist you and your child(ren) at all times. However, the telephone is for school business and emergency use only. **Students are expected to make social arrangements prior to leaving home.** Students' use of the phone for other purposes will be discouraged. Exceptions will be allowed if related to health and /or safety.

### **Activity Trips**

A reasonable and acceptable code of conduct and standard of school citizenship is required of all students attending away school activities. Field trips require written permission from parents/guardians in advance.

### **Rights and Responsibilities**

Students shall be allowed to ride on school transportation. While traveling under school sponsored transportation, students are expected to conduct themselves like ladies and gentlemen and refrain from any conduct which might bring discredit upon themselves, their family, their school, or their community.

All school conduct and other applicable rules will apply. Disciplinary measures will be at the discretion of the bus driver and his/her designee (i.e. chaperone and/or staff member).

### **Admission**

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

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 nonresident student.

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

Alternative education services will 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.

### **Alternative Education Programs**

Alternative education program options have been established and approved by the Board to meet the individual needs of students.

These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests to assist students in achieving district and state academic standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

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

The parent may be required to fund a portion of the alternative education program.

### In-District Alternative Education Programs

Tutorial instruction, work experience, instructional activities provided by other accredited institutions, independent study, and others as approved by the district.

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

### Non-District Alternative Education Programs

- Douglas Opportunity School
- Umpqua Community College - Woolley Center
- Others as approved by the district.

The district pays the alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student and/or parent, there is no obligation to propose or fund a second program.

**The parent may be required to fund a portion of the alternative education program.**

### **Asbestos**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office. The Deputy Clerk serves as the district's asbestos program manager and may be reached for additional information.

### **Assemblies**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action, Policy INE. Various types of assemblies are presented throughout the school year. The assembly time is a part of the school day, therefore **students skipping an assembly will receive an unexcused absence from class period in which the assembly was held.** Students excused from the assemblies for religious reasons will be assigned to a study hall during the assembly. **Students removed from the assemblies for disciplinary reasons will be assigned a study hall during future assemblies.**

### **Attendance**

All students between the ages of 7 and 18, who have not completed grade 12, are required to regularly attend school unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five or six years of age who have been enrolled in a public school are required to attend regularly. Any

parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a 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, as provided by ORS 339.925. The district will notify the parent in writing 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. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent. Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

#### **Suspension of Driving Privileges**

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Education (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30<sup>th</sup> day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has: 1) More than 10 consecutive school days of unexcused absences; or 2) Fifteen school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

#### **Tardies**

A tardy is defined as not being in an assigned classroom by the time the tardy bell rings. Students arriving late to school must report to the office before proceeding to the classroom. If a student is unexcused and misses more than half of a class, the student will be considered skipping and will receive an unexcused absence. Tardiness will result in progressive discipline, 3 tardies in a short amount of time may result as a major referral.

#### **Attendance Rule and Procedures**

It is recognized that there is a direct correlation between regular attendance and academic success in school. Attendance is not optional; it is required by state law and



becomes part of the student's permanent file which may be requested by a prospective employer at a future date. Camas Valley School District has the responsibility to enforce both state law and district policies concerning attendance. All students are expected to attend school regularly and be on time for classes. If you have excessive absences, your grades will be affected.

When returning to school after an absence, a student must bring a note signed by the parent/guardian that describes the reason for the absence within 3 days of returning to school; otherwise, the absence will remain unexcused. Absence from school or class will be excused under the following circumstances.

**Absences are classified as 1) excused or 2) unexcused. An excused absence is for the following.**

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Students who are absent from school or classes for reasons other than those permitted by state law and district policy shall be considered truant. Specifically the following are considered unexcused absences and students are considered truant if they:

1. Are absent from class or classes without permission, although on school grounds.
2. Leave school without administrative authorization or leave class without permission from the teacher. Once you have arrived at school you cannot leave without checking out even if you have not attended class!
3. Obtain permission to leave school for a specific reason and do not comply with the specific reason.
4. Leave school or class due to illness without checking out with the office.
5. Do not follow school procedures for signing out or signing in at the school office.
6. Do not have a written note or phone call from parent documenting an absence within two days of the absence.

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible. Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

A student who must leave school during the day must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

Irregular attendance will be defined as unexcused absences in excess of five in a nine week period or fifteen in a semester. Individuals who have irregular attendance will be referred for action under the compulsory attendance laws and progressive discipline plan. In addition, irregular attendance may result in loss of credit.

#### **Long Term Illness or Long Term Excused Absence**

If a student misses 2 consecutive days of school, parents need to contact the school and make arrangements for work or projects to be done while absent.

#### **Pre-arranged Absences**

Students may prearrange an absence when they know in advance that they will need to miss school. A prearranged absence can be obtained for more reasons than any other type of absence. It also requires more planning on the part of the student.

As specified in the definition of an excused absence, section 5, you may be excused for "*Reason approved by the superintendent prior to the absence upon showing good cause.*" In order to obtain a prearranged absence you will need to do the following:

1. Bring a signed request for prearranged absence from your parents to the office. This should be done at least one week in advance except in case of emergency.
2. Pick up a prearranged absence form in the school office.
3. Ask each of your teachers to fill in your assignments, and sign the form.
4. Get the completed form signed by the principal. You are **NOT EXCUSED** until this step is complete.
5. Do all of the work **as assigned** by your teachers.

**Remember, it is the responsibility of the student to request make-up work and to check to see that all assigned work has been completed.**

### **Skipping**

Skipping is viewed as a serious offense and will result in work detail or in-school suspension.

### **Exemption from Compulsory Attendance**

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 to 17 years of age or an emancipated minor provided the student is: 1) Employed full-time; 2) Employed part-time and enrolled in a school part-time; 3) Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation grades, disability, if applicable, standardized assessment results, teacher evaluations, academic counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a bi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

### **Clubs and Organizations**

Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct - and consequences for misconduct - that are more strict than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

### **Communicable Diseases**

Parents of a student with a communicable or contagious disease are asked to telephone the office 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 local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (\*\*) below, the restriction may be

removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox\*, cholera, diphtheria, measles, meningitis, mumps\*, lice infestations\*\*, whooping cough, plague, rubella, scabies\*, staph infections\*, strep infections\*, tuberculosis and pandemic flu.

Parents with questions should contact the school office.

### **Computer Use**

Students may be permitted to use the district's electronic communications system 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:

1. 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;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The online activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using e-mail, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited.

To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel.

The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

### **Conduct**

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

### **Ejection Fines**

Students shall be assessed fines for ejections within specific sports programs. Each sport (i.e., Football, Boys Basketball, Volleyball) shall be tracked as separate and distinct for the purpose of calculating fines. When a student is ejected, the student shall be assessed a \$50 fine by the Executive Board. A second ejection in the same sport during the same season shall result in the assessment of a \$100 fine, and each ejection thereafter in that sport during that season shall result in a fine to be increased by \$50 increments for each ejection without limitation. Article 5.3 of the OSA Constitution,

### **Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

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

### **Student Code of Conduct**

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

Off campus conduct and outside of school time conduct that violates the district's Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

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

- Assault;
- Hazing, harassment, intimidation, bullying or menacing
- Coercion;
- Violent behavior threats of violence or harm;
- Disorderly conduct, including disruption of the school environment;
- Bringing, possessing, concealing or using a weapon;
- Vandalism/Malicious Mischief/Theft
- Sexual harassment
- Use of tobacco, alcohol or drugs including drug paraphernalia
- Use or display of profane or obscene language;
- Open defiance of at teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
- Violation of district transportation rules;
- Violation of law, Board policy, administrative regulation, school or classroom rules.

**In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one more year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student.**

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to ODOT.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

In accordance with Oregon law, any person under age 18 possession a tobacco product commits a Class D violation and is subject to a court imposed fine up to \$100 as provided by ORS 167.400. any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by ORS 475.999.

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

Firearm is defined in federal law 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. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

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

## **Conferences**

Regular conferences are schedule in the fall and spring to review student progress.

Students and parents may also expect teachers to request a conference: 1) If the student is not maintaining passing grades or achieving the expected level of performance; 2) if the student is not maintaining behavior expectations; or 3) in any other case the teacher considers necessary.

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

## **Counseling**

### **Academic Counseling**

Students are encouraged to talk with teachers, administrative assistant, and building administrators in order to learn about the curriculum, course offerings and

graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students. Students who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their teachers, administrative assistant or building administrator so that they may take the courses that will best prepare them for further work. These people can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

### **Personal Counseling**

If a counselor is needed, counseling may be provided by Douglas County Educational Service District and Douglas County Mental Health.

### **Credit by Examination**

A student who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination designed to measure proficiency or mastery of identified standards (knowledge and skills). A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

### **Credit by Proficiency**

In addition to credit by completing classroom or equivalent working as in a course of at least 130 clock hours, a student may receive credit toward a diploma or a modified diploma based on any one or more of the following options levels in which the student demonstrates proficiency or mastery of recognized standards through:

1. Classroom or equivalent work;
2. Passing an appropriate exam;
3. Providing a collection of work or other assessment evidence; and/or
4. Providing documentation of prior learning experiences.

### **Cyberbullying**

The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Students or volunteers may report cyberbullying anonymously. Remedial action shall not be based solely on an anonymous report.

### **Damage to District Property**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines and Charges.

### **Dances/Social Events**

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the



events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.

### **Regulations**

- Sponsoring school organizations, under the direction and supervision of advisors and adult chaperones, will have complete charge of the dance from beginning to end. Award of future dances is dependent upon a well organized dance.
- Camas Valley High School students may invite one guest. The guest must be no older than 18 years old and must be enrolled in an educational program. The guest must be a formal date who arrives and leaves with the student. Guests must be registered in the office before 3:30pm the day of the dance. If the dance is on Saturday, guests must be signed up on Thursday at 3:30pm. **The Camas Valley High School student is responsible for his/her guest, and if the guest creates any problems, the guest will never be allowed at future dances. The Camas Valley student will not be allowed to attend dances for the remainder of the year.** A Camas Valley student may sponsor only one guest per dance.
- No students may leave a dance and later re-enter (unless given permission by the head dance chaperone).
- Dances will end no later than 11:00pm except for Homecoming and the high school prom. These dances will close at 12:00 midnight.
- Three adult chaperones must be present at all dances. These must include at least one staff member, one chaperone must be a male. The staff chaperone must act as head chaperone.
- Students who violate any of the dance regulations or standards for conduct at school activities will face disciplinary action and will be suspended from attending any school dances for the remainder of that semester and the succeeding semester.
- An organization sponsoring a dance will submit to the Student Council, at least one week prior to the dance, a completed "Activity Request", indicating who the faculty and parent chaperones will be, and other required information. A representative of the organization will meet with the principal to represent the Planning Model at least a week prior to the dance.
- The organization sponsoring the dance is responsible for setting up before the dance and cleaning up after the dance. Failure to clean up properly will result in a fine assessed against the organization or loss of the privilege to sponsor other activities.

### **DISCIPLINE/DUE PROCESS**

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

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

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion loss of driving privileges and loss of right to apply for driving privileges, loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses 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.

### **Progressive Discipline**

All discipline matters will be handled in a timely manner. All attempts will be made by staff and administration to correct student behavior in a fair and effective manner. The following is a guideline for student and parent reference. Actual discipline for students referred to the office will be at the sole discretion of the administrator/s.

Step 1: Staff will follow classroom procedures to correct behavior in the classroom. These steps include cues, verbal warnings, conference, and environment changes.

Step 2: Staff member will determine appropriate action from the following: a minor will be issued at step 2.

- A. Classroom consequences such as detention.
- B. Refer student to the office. Parents will be notified.

Step 3 or 3 minors in the same category: Student referred to the administrator. Parents will be notified. Student will be assigned in-school suspension or supervised work detail.

Step 4: Parents will be notified. Consequences range from in-school to out of school suspension.

Step 5: Parents will be notified. Student will be suspended out of school for a term deemed reasonable. Administration will consider alternative placement or expulsion.

### **Detention**

A student may be detained outside of school hours if the student violates the Student Code of Conduct. The detention shall not begin, however, until a reasonable attempt has been made to notify the student's parent of the reason for the detention and parents are responsible to make arrangements for the student's transportation on the day(s) of the detention.

### **Friday School**

A student may be assigned up to 4 hours of academic make-up or study time on Fridays. This time can be scheduled for violation of student code of conduct or academic reasons. This assigned time will not begin until the student's parents have been notified of the reason for the Friday school and given an opportunity to make arrangements for the student's transportation.

### **Supervised Work Detail**

A student may be assigned supervised work detail. Work detail may be assigned for violating the Student Code of Conduct. This assigned time will not begin until the student's parents have been notified of the reason for the supervised work detail and given an opportunity, to make arrangements for the student's transportation.

### **Suspension**

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

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

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

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

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

### **Expulsion**

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

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

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook. See Policy JGE-Expulsion

### **Minors and Majors**

When a staff member deems that a student's behavior needs correction, the staff member may issue a minor or a major referral depending on how severe they feel the infraction is.

A *minor* referral usually documents that a staff member addressed the behavior with a student and chose as a corrective course of action to either change environments for the student, take away a privilege, assign time in the office or in a buddy teacher's room, contact the parent, conference with the student, or assign a detention. In all cases, the staff member should make sure that they contact the parent to inform the parent of the situation. Minors are turned in to the administration for tracking in our behavioral database.

When a student accumulates 3 minors in the same behavioral area, administration will issue a major for that behavior and assign appropriate consequences. Continued minors in that behavioral area will lead to progressive discipline up to and including in-school suspensions, work details, out of school suspensions, and possibly expulsion.

A staff member may assign a **major** for more severe infractions that administration should deal with. Majors reflect a serious violation of school rules or expected school behavior. Consequences for majors are summarized in the following section under "Discipline Consequences."

**Discipline Consequences**

Consequences will occur for the following behavior problems:

***Cheating:***

Any attempt, by providing or receiving information, to earn credit in a prohibited manner.

***Consequences:***

1<sup>st</sup> Offense: Lose credit for the work in question, detention and parent contact by teacher

2<sup>nd</sup> Offense: Lose credit for work in question, suspension, parental conference.

3<sup>rd</sup> Offense: Lose credit for the work, suspension, parental conference with option to be denied credit for the class. Repeated instances of cheating may be subject to expulsion.

**Defiant, Intimidating or Menacing Behavior:** refer to major infractions matrix

**Disruptive Behavior:**

Any behavior which interferes with the educational process at Camas Valley.

Consequences: Progressive discipline.

**Extortion, Blackmail, or Unlawful Coercion:**

Obtaining money or property by threat of violence or forcing someone to do something against their will by force or threat of force. Threatening to accuse another of a crime.

Consequences: Suspension, counseling, may contact law enforcement.

**Forgery:**

Signing another persons name on a paper or document.

Consequences: Begins at Step 2 of Progressive Discipline.

**Horseplay:**

Any physical act such as wrestling, pushing, shoving, or play fighting done without malicious intent.

Consequences: progressive discipline

**Objectionable Expression:**

Any form of expression that is objectionable to society in general (vulgar, obscene, shocking).

Consequences: Progressive discipline

**Physical Abuse:** refer to major infractions matrix

**Public Display of Affection:**

Any affectionate contact beyond hand holding.

Consequences: Progressive discipline.

**Sexual Harassment:** refer to major infractions matrix

**Theft:** refer to major infractions matrix

**Tobacco, Alcohol, Unlawful Drug, Paraphernalia:** refer to major infractions matrix

**Unauthorized Area:**

Being or having been in an unauthorized area of the school or grounds.

Consequences: Progressive discipline.

**Unsafe Actions:**

Any action that causes or threatens to cause, injury to people or damage to property. Includes unsafe pedestrian, bicycle, or vehicular operation and improper use of lighters, tools or equipment.

Consequences: Step 2 Progressive discipline, may contact law enforcement.

**Vandalism:** refer to major infractions matrix

**Verbal Abuse:** refer to major infractions matrix

**Weapons possession, use or threat of use:** refer to major infractions matrix

### Major Infraction Consequences

	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
Car misuse	Parents and/or authorities contacted	Parents and/or authorities contacted: loss of parking privilege	Parents and/or authorities contacted; permanent loss of parking privilege	
Harassment	Cease and Desist Form	2 days out of school suspension	4 days out of school suspension	Expulsion
Bus problems	1-4 day loss of bus privileges	4-8 day loss of bus privileges	Loss of bus privileges for one month.	Loss of bus privileges for remainder of school year.
Truancy (skipping)	ISS; parent contact	Up to 2 days ISS or OSS; mandatory parent meeting.	2-4 days OSS; mandatory parent meeting; contact truancy officer	Expulsion
Insubordination	One day OSS	3 day OSS	5 day OSS	Expulsion
Abusive or vulgar language	One day OSS	3 day OSS	5 day OSS	Expulsion
Fighting	2-4 day OSS	4-8 day OSS	Expulsion	
Vandalism/property damage	One day OSS & restitution	3 day OSS & restitution	5 day OSS & restitution	Expulsion
Theft	One day OSS	3 day OSS	5 day OSS	Expulsion

Tobacco, including e-cigarettes and related materials (under 21: law enforcement contacted)	4 days OSS; parent contact	Expulsion		
Verbal abuse of staff	2-4 day OSS	4-8 day OSS	Expulsion	
Intimidation, threats or menacing	2-4 day OSS	4-8 day OSS	Expulsion	
Continued disruptions	1/2 day ISS	1 day OSS and parent meeting	3 day OSS and student contract	Possible Expulsion
Excessive Tardies	ISS; parent contact	ISS; parent meeting	2 days OSS; parent meeting;	4 days OSS
Arson, Weapon, Bomb Threat, or Assault	Automatic Expulsion			
Drugs or Alcohol (use or possession)	Min. 4 days OSS to max. Expulsion	Expulsion		
<b>ISS = In school</b>	<b>suspension</b>			
<b>OSS= Out of school</b>	<b>suspension</b>			

This chart is meant as a guide for student and staff reference for what they can most likely expect will happen per offense. Ultimately, the administration will make whatever decision they feel is most appropriate based on the circumstances of the offense. Law enforcement may be called when deemed appropriate by administration.

### **Discipline of Disabled Students**

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

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

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a

student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others. See Policy JGDA/JGEA-Discipline of Students with Disabilities and administrative regulation.

### **Online Learning**

The district may grant credit for approved online courses offered by district-approved institutions, online courses offered through a public charter school, or for online courses offered by the Oregon Virtual School District. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

Students may also apply to take an online, eligible post-secondary course through the district's Expanded Options Program. If a student wishes to receive credit toward graduation that student and the online course offered through the post-secondary institution must meet statutory and district criteria.

### **Distribution of Material**

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

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

Materials not under the editorial control of the district may be subject to administrative review, restricted or prohibited, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district. The district may designate the time, place and manner for distribution.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board

at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint. See Policy JFH-Student Complaints; KL-Public Complaints.

### **Dress and Grooming**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and void safety hazards. See Policy-JFCA-Student Dress and Grooming.

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

Students, teacher, and administrators shall follow high standards of dress and grooming.

- School clothes shall be in good taste and not constitute a hazard to students. Clothing should not be disruptive to the education process. Clothing should be clean and worn properly. **Undergarments should not be visible.**

#### **Dress code on shirts/tops:**

-Shirts/tops must have straps at least 2 inches wide (the width of a student body card) at the narrowest point.

-No undergarments of any sort (straps or any other parts of undergarments) may be showing.

-Shirts must have fitted armholes (not cut).

-Shirts must cover the student's midriff.

#### **Dress code on shorts/bottoms:**

-All skirts, dresses, or shorts worn at school should be no more than 3 inches above the top of the knee cap (the length of a student body card).

-No undergarments of any kind should be showing.

#### **Additional clothing restrictions (not allowed to be worn):**

-No clothing advertising or supporting drug, alcohol, or tobacco use.

-No clothing with any sort of sexual connotation or representation.

-No clothing with excessive rips or tears (that expose flesh).

-K-5<sup>th</sup> grade: no flip flops or open toed shoes.

-K-5<sup>th</sup> grade: no hats allowed.

#### **Consequences for dress code violations:**

**First Violation:** student will be asked to fix the problem (change clothing) and will not be allowed back to classes until the student is no longer in violation of the dress code.

**Second Violation (or if no extra clothing is available at school):** student will be removed from class and will be subject to discipline

**Third (and subsequent) violation:** student will be suspended for the remainder of the day.

### **Drills - Fire, Earthquake and Other Emergency Drills**

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month. See Policy EBCB-Emergency Drills.



At least one fire drill will be conducted each month for students in grades K-12 and at least two drills on earthquakes for students will be conducted each year for students in grades K-12.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

### **Drug, Alcohol and Tobacco**

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia, as well as electronic cigarettes and related materials and 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. Student in violation of the district's drug, alcohol and tobacco 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.

### **Emergency Medical Treatment**

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

If the student is too ill to remain in school, the student will be released parents on the student's emergency form.

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

### **Emergency School Closing Information**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. The school will use an automated calling system to notify parents of sudden or important events. Please tune into local television and radio stations for specific information. See Policy EBCD-Emergency Closures.

### **Expanded Options**

Upon providing evidence of successful completion of a post-secondary course through the Expanded Options Program, the district will grant credit to the student. By

February 15th, the high school will send a notice about the program explaining eligibility requirements. A student may apply to and be accepted by a post-secondary institution. If accepted and if a student wishes to take an eligible course through this program, a student must notify the district no later than May 15th of that year. The selected student will meet with an advisory team to establish goals and develop an educational learning plan.

### **Extracurricular Activities**

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, FFA, construction, athletics and other activities has to offer.

Interested students should contact the office for additional information. See Policy IGD-Co curricular/Extracurricular Activities.

### **Fees/Fines/Charges**

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

Middle and high school students are required to pay student body fees before school starts as follows:

Student Body Fees     \$15.00 (includes student body card)

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

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of amount owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

1. The district determines that the parent of 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 superintendent or designee that preclude the collection of the debt.

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. The district may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

### **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, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor. See Policy IICA-Field Trips and Special Events.

### **Flag Salute**

Students will be provided an opportunity to salute the United States flag daily by reciting *The Pledge of Allegiance*. See INDB-Flag Displays and Salutes.

### **Food and Drink Policy**

Consumption of food and beverages in hallways (excluding water in a clear water bottle) is prohibited. Consumption of food and drinks must be done in the lunch room, outside, or in a supervised classroom. In addition, energy drinks are not allowed on campus during school hours.

### **Freedom of Expression**

The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights.

#### **Rights**

1. Students are entitled to express their personal opinions under reasonable circumstances.
2. Students are encouraged to express personal opinions in writing in school publications and participate in publishing school publications. The publishing and editorial policies governing school publications are contained in school board policy KB.

#### **Responsibilities**

1. Symbolic and actual freedom of expression shall not interfere with the freedom of others to express themselves. The use of libelous, profane, or obscene language and threats of violence to person, or property, is prohibited.
2. Prior review of material to be published is required.

### **Assembly of Students**

The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process. It is important for the orderly use of school facilities that the use of all space should be planned in advance and approved by the administration.

#### **Rights**

1. Students shall be permitted to hold meetings on school property.
2. Students shall have the right to gather informally.

### **Responsibilities**

1. Normal class activities shall not be interrupted.
2. The meeting shall be conducted so as not to invite hazard to person or property.
3. No speaker who openly and knowingly advocates breaking the law shall be invited to speak. Invitations to speakers shall be approved by the principal or his/her representative.
4. If a crowd is anticipated, a crowd control plan shall be filed in the appropriate office well in advance of the meeting. Attempts will be made to present a balance of viewpoints.
5. Any student driving in a manner judged by the school, city, county, or state officials to be dangerous to the common good shall forfeit all rights to drive to school under any circumstances.
6. All local and state laws must be obeyed.  
**These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.**

### **Foreign Exchange Students**

The school may enroll students from other nations from those exchange programs officially recognized by the Board.

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 1, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 1.

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

Foreign exchange students may be awarded [an honorary high school diploma] upon satisfactory completion of the school's prescribed course of study.

### **Fund Raising**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the school office at least 10 days before the event. All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of the supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds. See Policy IGDG-Student Activity Funds and IGDF-Student Fund Raising Activities.

### **Grade Reduction/Credit Denial**

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or

credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an excused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student who grade is reduced or credit denied for attendance rather than for academic reasons. See Policy IKAD-Grade Reduction/Credit Denial.

### **Graduation Exercises**

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

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

Graduation programs will be planned by the district administration on the date selected by the district administration. Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal or designee.

### **Graduation Requirements**

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

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

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

### **Essential Skills**

The district will not allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11<sup>th</sup> grade year are:

1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skills in English.

The district will not allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11 grade year:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Receives at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA).

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 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 extended diploma is awarded. This requirement does not apply to a student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, extended diploma or alternative certificate in either four years after starting the ninth grade, or until the student 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, extended diploma or alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, extended diploma or alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A 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, the district will annually provide information of the availability of a modified diploma, an extended diploma and an alternative certificate and the requirement for the diplomas and certificate to the parents or guardians of a student taking an alternate assessment.

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

A student who received a modified diploma, extended diploma or 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, unless reduced by the IEP team.

The district awards to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is

issued by such a program. When a student who has an individualized education program ("IEP") completes high school, the district will give the student an individualized summary of performance.

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

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

In order to graduate from high school in the district, a student must successfully complete 24 units of credit. The state of Oregon requires all students to complete a certain series of courses. See Policy IKF-Graduation.

A student in the regular high school program is required to complete the following courses: **language arts (including the equivalent of one writing composition-senior project) 4 units; mathematics (3 units-Algebra I level or higher); science 3 units; social science 3 units; physical education 1 unit, health education 1 unit, applied arts, fine art, career technical education or second language 3 units in any one or a combination; and electives 5 units.**

Additionally, graduating students must be able to:

1. Develop an education plan and build an education profile and design, present, and pass a career related Senior project.
2. Build a collection of evidence, or include evidence in existing collections, to demonstrate extended application as defined in OAR 581-022-0102;
3. Demonstrate career-related knowledge and skills as defined in OAR 581-022-1130 (5);
4. Participate in career-related learning experiences as outlined in the student's education plan.

### **Gym Facility**

#### **Care and Use**

The gym will be closed to students except under the direct supervision of a staff member. Student behavior will be governed by the school conduct rules. ***Only appropriate gym shoes are to be worn in the gymnasium. Outdoor shoes are prohibited!***

### **Hall Passes**

No student is to leave class without specific permission from the teacher. The student is to check first with the teacher and receive permission or a pass.

### **Hazing/Harassment/Intimidatin/Bullying/Cyberbullying/Menacing/Teen Dating Violence**

Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district.

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, 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.

"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.

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

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment including interfering with the psychological wellbeing 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.

"Teen dating violence" means:

1. 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



2. 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.

"Cyberbullying" is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property to violate this policy.

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

"Retaliation" means hazing, harassment, intimidation or bullying, menacing 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 or bullying, menacing and acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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

The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grades 7 through 12.

All complaints will be promptly investigated in accordance with the following procedures:

Step 1 Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to vice-principal. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office 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 reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

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.

Documentation related to the incident may be maintained as a part of the student's education records.

### **Homeless Students**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district's liaison for homeless students. See Policy JECBD-Homeless Students

### **Homework**

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

### **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

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

#### **Infection Control/HIB, HBV, and AIDS**

Although HIV, AIDS and HBV\* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where nonintact skin or

mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases

#### **Insurance**

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in school sponsored out of the district or in school sponsored athletics, students and parents must have: (1) purchased the student accident insurance; (2) shown proof of insurance; or (3) signed a form rejecting the insurance offer. See Policy JHA-Student Insurance Program and IICA-Field Trips and Special Events.

#### **Library**

The library is open for use by students between the hours of 7:45 a.m. and 3:30 p.m. Students are urged to use the library for reference work and study.

The following regulations should be observed in the library:

1. Adhere to all school rules.
2. All books, except reference books, must be checked out. Check out periods are for a period of three weeks.
3. Reference books and magazines are not to be taken from the library except with the permission of the librarian.
4. The librarian has the right to assess fees for damage to library materials, including textbooks.

#### **Lockers**

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. 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. Lockers must remain locked when not in use or the student may lose their locker privileges. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials. See Policy JFG-Student Searches and Administrative Regulation.

#### **Lost and Found**

Any articles found in the school or on district grounds should be turned into the school office. Unclaimed articles will be disposed of at the end of each semester.

Loss or suspected theft of personal or district property should be reported to the school office.

### **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.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. See Policy-JOD-Media Access to Students.

### **Medication**

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

#### **District Administered Medication**

Requests for the district to administer medication shall be made by the parent in writing.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

Written instructions of the parent which include the information above are required for all requests to administer nonprescription medication.

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

#### **Self Medication**

Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and principal permission. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosage, the student may carry one package. Sharing or borrowing medication is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

### **Parental Rights**

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

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with who respondents have close family relationships;
- Legally-recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

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

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

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

### **Parental Involvement**

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to: See Policy JECAC/GBH-Staff/Student/Parent Relations.

1. Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The "Flame" published monthly, open house and Busy Bees, parent/teacher conferences, site council and school Board meetings provide opportunities for learning more about the district;
3. Become a district volunteer. We always need volunteers for tutoring, playground and cafeteria duty, classroom helpers, room parents, the SMART program and other capacities. For further information contact the school;
4. Participate in district parent organizations. The activities are varied, ranging from various school activities as follows: site council, with it emphasis on

instructional improvement; safety committee-dealing with health and safety issues; and budget committee-assisting with the school's finances.

### **Personal Communication Devices and Social Media**

Students may possess personal communication devices, such as pagers or cell phones on school property, in district facilities during the school day. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. This includes other digital audio devices such as, but not limited to, iPods.

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.

Social media websites are websites such as, but not limited to, Facebook, MySpace and Twitter.

Students permitted to possess a personal communication device are prohibited from having the device on active mode during class time. Personal communication devices brought to school may be used for appropriate/approved classroom or instructional related activities as approved by the district administration. Use and possession of such devices at school-sponsored activities or at other times during the school day will be determined by the principal.

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

Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the principal will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender Registries.

### **Physical Examinations**

Any student participating in athletics must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination every 2 years and after either a significant illness or a major surgery prior to further participation.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sport season.

Students shall not participate without a completed school sports pre-participation examination form on file with the district.

The district may arrange for a physician to assist in the acquisition of a low cost physical exam prior to the beginning of the school year. Contact the office for more information. See Policy JHCA-Physical Examinations of Students and JHCA/JHCB-Immunizations and Health Examinations.

### **Playground Rules**

1. Items appropriate for throwing are balls and Frisbees only.
2. Be respectful of others. Keep hands and feet to yourself. Wrestling, pushing, shoving, and play fighting are not allowed.
3. Students must remain within boundaries of authorized play area at all times during recesses.
4. Lunch must be eaten completely in the cafeteria.
5. Swings must be used in a proper manner.
6. Tetherball: Students will take turns while playing tether ball. All students must be allowed an equal access to tether ball.
7. Students must remain outside of the tires.
8. Slides: Students must go down the slide feet first. Students will go down the slide one at a time. Students will use the ladder to access the slide. Students only on the slide - no objects.
9. Monkey bars: Students will go across the bars in one direction. Students may not sit on the top of the bars.
10. Restrooms: Students may use the restroom with pass from the playground aide.
11. Students wanting to go to their room or the library during recess must have a note from their teacher.
12. Organized games (such as football, basketball or tennis) must be played according to standard rules. Subject to progressive discipline.

#### **Progressive discipline for playground K-6:**

- 1<sup>st</sup> offense: 5 minutes on bench
- 2<sup>nd</sup> offense: Teacher will be notified and 10 minutes on bench.
- 3<sup>rd</sup> offense: Benched for the remainder of recess. Teacher, principal, parent will be notified

### **Posters**

Signs, banners or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action. See Policy KJ-Advertising in District Facilities, KJA-Materials Distribution and KJB-Signs and Banners.

### **Program Exemptions**

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

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the principal by the parent in writing and include the reason for the request. See Policy IGBHD-Program Exemptions.

### **Promotion, Retention and Placement of Students**

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

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

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements. See Policy IKE-Promotion and Retention of Students

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

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

### **Release of Students from School**

A student shall not be released from school at times other than regular dismissal hours except with office permission or according to school sign-out procedures. Students 18 years of age or older may be released from school without parental permission. Adult siblings will not be allowed to check out minor siblings unless they are an authorized person to pick up the student that is listed on the enrollment sheet. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

### **Reports to Students and Parents**

Written reports of student [grades] [progress reports] and absences shall be issued to parents at least four times a year. Parents will be notified of student benchmarks, as appropriate. Letter grades will be used. Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

### **Searches**

#### **Searches**

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation, or school rule and/or the Student Code of Conduct is present in a particular place. Coaches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.



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

Items found which are evidence of a violation of law, policy, regulation, school rule or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate. See Policy JFG-Student Searches and Administrative Regulations.

### **Questioning**

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

Parents are advised that 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.

## **Special Programs**

### **Bilingual Students**

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the building administrator. See Policy IGBI-Bilingual Education

### **Students with Disabilities**

The school provides special programs and services for students with disabilities. A student or parent with question should contact the special education director. See Policy IGBA-Students with Disabilities

### **Title I 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 I 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 I. Students or parents with questions should contact a building administrator or counselor.

The school will also provide parents, upon request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following: See Policy IGBC-Title I/parental Involvement.

- Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additional, the school will provide parents with:

- Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

### **Other Special Needs**

While parents have the option of placing their children in private schools 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 with the public school system before the private placement or services are obtained.

Therefore, for any regular education, 504, or IDEA student, a parent must give notice either at the last IEP meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining private 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 he private services be funded by the District. Failure to meet these notice requirements may result in the denial of any subsequent reimbursement request.

## **Student/Parent Complaints**

### **District Personnel Complaints**

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

### **Discrimination on the Basis of Sex Complaints**

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact superintendent/principal. See Policy JB-Equal Educational Opportunity, AC-Nondiscrimination and Administrative Regulations.

### **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 individual involved. If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures.

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction. See Policy LGA-Compliance with Standards and Administrative Regulations.

### **Instructional Materials Complaints**

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

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision will be final. See Policy IIA-Instructional Resources/Instructional Material

### **Placement/Enrollment of Homeless Students Complaints**

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by

contacting the district's liaison for students in homeless situations. See Policy JECBD-Homeless Students

### **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 child abuse 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 superintendent will follow upon receipt of a report.

When the superintendent 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.

### **Students with Disability Complaints**

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

### **Students with Sexual Harassment Complaints**

Sexual harassment by staff, students, Board members, school volunteers, parents, school 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 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 or employment or assignment of staff;

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 with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working 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. He/She 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 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, 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, 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 within 10 working days.
- Step 4 If a complainant is not satisfied with the decision at Step 3, he/she 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 employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and

Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. 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.

Students or parents with complaints not covered by this student handbook should contact the principal.

### **Student Education Records**

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

Education records are those records 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.

Education records are maintained in a minimum one-hour fire-safe place in the district office. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;
13. Other information, ie., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker. See Policy JO/IGBAB-Education Records/Records of Students with Disabilities, JOA-

Directory Information, JOB-Personally Identifiable Information, JN-Students Fees, Fines, and Charges.

### **Social Security Number**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

### **Student 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/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.

### **Transfer of Education Records**

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 no later than 10 days after receipt of the request.

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

Student report cards, records or diplomas may be withheld for nonpayment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

### **Requests for Education Records**

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

### **Access/Release of Education Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 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.

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

### **Provision for Hearing to Challenge Content of Education Records**

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

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

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

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

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

### **Student Government**

Student Government is available to all Middle School and High School student body members. The general procedures are outlined in the Constitution of the Associated Students. All student organizations will be assigned a faculty advisor who must be consulted before projects and activities can be approved.



The Student Council is the main representative group concerned with student government. It is made up of the elected Student Body Officers, representatives of the various classes and clubs.

The Student Council has jurisdiction over all activities, organizations, and student functions of the school. All student activities must be cleared through Student Council.

The high school principal or an appointed delegate shall act as advisor for the Student Council. He/She shall have the power to veto any student action. The Student Council may ask for the reason for the veto and for reconsideration of the veto.

General class meetings will be held as needed during advisor/advisee periods. Additional class meetings can be arranged by the advisors outside the school day. Students who do not attend class meetings or exhibit irresponsible behavior during class meetings will make up time after school.

Student Council will meet at least once each month during a period designated by the advisor. An agenda for the meeting will be presented to the Student Council Advisor at least 2 days prior to each meeting and minutes of each Student Council meeting will be read at each meeting.

The Student Council will hold elections for officers as soon as possible at the beginning of the school year.

## **Talented and Gifted Program**

### **Identification of Talented and Gifted Students**

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

- Behavioral, learning and/or performance information;
- A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
- A nationally standardized academic achievement test for assistance in identifying academically talented students.

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

### **Programs and Services**

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

### **Programs and Services Complaints**

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available throughout the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within five 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.

### **Threats**

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

Students in violation of the district's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

### **Transfer of Students**

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

### **Transportation of Students**

A student being transported on district provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student Code of Conduct may be denied transportation services and shall be subject to disciplinary action. See Policy EEACC-Student Conduct on School Buses, JFCC-Student Conduct on Buses.

### **Transportation Rules**

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

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;

9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

The following procedures may be followed when a discipline concern arises on a vehicle serving a regular route or all extracurricular activity:

#### **Appeal Procedure**

If a student or parent wishes to appeal the application of the discipline policy use policy KLD-Public Complaints about District Personnel.

#### **Vehicles on Campus**

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that 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 or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state. See Policy JHFC-Student Bicycle Use, JHFD-Student Vehicle Use, JHFDA-Suspension of Driving Privileges, JFG-Student Searches.

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.

#### **Rights**

A licensed student driver may drive a motorized vehicle, which is currently registered and insured under a motor vehicle liability policy, to and from school and on school premises under the following conditions:

1. No student driven vehicle may be moved during the hours that classes are in session without specific permission of the principal or his designee.

2. Students driving to school must park where the school directs. Vehicles must be parked on school premises. Students may not park their cars off school grounds and move (drive) the vehicle during the hours that school is in session.
3. Students are not to be in or near parked vehicles any time during the time classes are in session. If students enter vehicles during the lunch break, car doors and/or windows must be open.
4. Any student trying to circumvent these regulations by parking in any other place than where the school directs, or fails to abide by the rules and regulations governing vehicle use shall be denied the privilege of parking at school.
5. Any student driving a manner judged by the school, city, county, or state officials to be dangerous to the common good shall forfeit all rights to drive to school under any circumstances.
6. All local and state laws must be obeyed.

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

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.

### **Video Surveillance**

The district will include notice in parent/student handbooks that video cameras may be used on district transportation vehicles transporting students to and from curricular and extracurricular activities. The district will include, as a part of its notice procedures, a copy of the district's video camera policy and procedures to all students and parents accompanied by a form to be signed and returned to the district as an acknowledgment of being read and understood.

### **Visitors**

Parents and other visitors are encouraged to visit the school. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. **The principal will approve requests to visit, as appropriate. Visitors must be prearranged by the student host with the staff and office 24 hours prior to visitation.** Students will not be permitted to bring visitors to school without prior approval of the principal. See Policy KK-Visitors to District Facilities, ECAA-Access to Buildings.