

2022-2023 Butte Falls Charter School Elementary (K-7) Student Handbook



Updated: August 12, 2022

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

BUTTE FALLS CHARTER SCHOOL GRADES K-7

2022-2023

ADMINISTRATION/TEACHERS

| | |
|--------------------------------|--|
| Dr. Phil Long | Superintendent |
| Karina Ferre' | Principal |
| Brittney McCartney-Botts | Office Manager |
| Sarah Chavez | Kindergarten |
| Ashley Childers..... | 1 st Grade |
| Danielle Fetkovich | 2 nd Grade |
| Maggie Smart | 3 rd /4 th Grade |
| Jill Dufresne | 5 th Grade |
| Melody Ealy | 6 th Grade |
| Trina Frei | 7 th Grade |
| Sarti Powell | RTI Coordinator/Dean |
| Terri Olsen | Special Education |
| Erin DeCarlow | Special Education/EA |

SUPPORT PERSONNEL

| | |
|---------------------|-----------------------|
| Katie Long | Educational Assistant |
| Robyn Moreno | Educational Assistant |
| Shane Smedley | Educational Assistant |
| Sarah Smith | Educational Assistant |
| Pam Norton | Educational Assistant |
| Buffy Rowden | Educational Assistant |
| TBD..... | Educational Assistant |
| TBD | Campus Monitor |

CAFETERIA STAFF

| | |
|-------------------------|---------------------|
| Courtney Anderson | Head Cook |
| Diane Clendenin | Food Service Worker |
| Kate Robinson | Food Service Worker |

THIS EDITION OF THE HANDBOOK SUPERSEDES ANY AND ALL PREVIOUS VERSIONS

Preface

The material covered in this handbook is intended to provide you with information required by the state as well as information we want you to be aware of because it affects your student's education. There is no priority to this listing, so please avail yourself of the information contained in the handbook and use it as a reference throughout the year. As the state updates and changes requirements and regulations, we will provide you that information.

Each year the administration and staff review the campus rules and produce a single "Hot Topics" sheet with specific rules that will guide the behavior of students and staff. Copies are distributed to parents once school begins. Please consider that document an addendum to this Handbook. This information is not intended to alter in any manner Board policy, administrative regulation, or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or negotiated agreement and is subject to revision or elimination from time to time without notice.

Additional information for parents, students and the general public is available on our website: www.buttefalls.k12.or.us. This is where you can find the most current school year calendar, information about our school board, news items, and important announcements.

Should you have questions, please do not hesitate to call the school at 541-865-3562 (Option 2).

Notice to Parents

Regarding student records set forth in Federal Rule on Education Records Part 99.37, Subsection (c), parents and students are notified that directory information regarding students in the Butte Falls Schools will be released to the public unless the student or parents of the student notifies the administration of Butte Falls School District in writing that such directory information about that student is not to be released.

Directory information to be released includes such information as lists of students participating in athletic competition, honor roll lists, lists of graduates, information on student achievement, lists of cheerleaders, etc.

Any student or parent not wishing to have personal directory type information released must notify Butte Falls School authorities in writing by October 1 of each school year.

Introduction

Welcome to the 2022-2023 school year!

Note to parents:

Here at Butte Falls we are dedicated to serving each student in a way that allows them to learn and grow into healthy and successful young adults. It is our mission to help guide and teach all students in an environment of equity and kindness. All students matter, and each staff member works to create respectful, trusting relationships with all students within our school.

We know it has been a hard few years due to Covid-19 health concerns and restrictions. We want you to know we are working diligently to get things as back to normal as possible, but some Covid rules and procedures are still in effect. Please work with your teacher and school staff to maintain a positive working relationship as we are all in this together to serve and support students and each other.

Please familiarize yourself with this handbook as it contains a wealth of knowledge about our school guidelines, policies and conduct which is important to know and understand. If you ever have any questions or concerns please feel free to talk to your student's teacher or the principal.

We are so excited to have students back to start the school year in person ready to have a fun and educational learning experience! It takes all of us to raise a child, and we are here to partner with families and the community to progress all students from Kindergarten to graduation!

GOOOOO LOGGERS!

This handbook is arranged in alphabetical order for ease and convenience.

Academic Integrity

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

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

Admission

A student seeking enrollment in the district must register in the office. All students enrolled in the district must comply with Oregon laws related to age, residence, health, attendance, and immunization. Age, immunization, tuition, and other eligibility prerequisites for admission as set forth in state law, Board policy, and administrative regulation, may be required.

The district shall 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 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.

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

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 placement.

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

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

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

In-District Alternative Education Programs

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

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

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

Non-District Alternative Education Programs

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

The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semiannual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program

Alternative Education Programs - Establishment

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

"Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

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

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

Alternative Education Notification

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

1. When two or more severe disciplinary problems occur within a three-year period ;
2. When attendance is so erratic the student is not benefitting from the educational program (erratic attendance will be defined on a case-by-case basis);
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

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

Notification shall include:

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

Animals in the School

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability or animals approved by the superintendent and human resource director that are part of an approved district curriculum or co-curricular activity are allowed in district facilities. Companion and comfort animals are not considered service animals.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

Activities/Athletic Code

Attendance

In order to participate in activities, practices, and contests scheduled on Monday through Thursday, the student must attend the entirety of all classes on that day. If a student leaves school early on the day of the activity, practice or contest, the student must be signed out by the parent. In the case of a telephone release, the phone call must be taken by the school principal or designee. The student's name will then be entered on the signout sheet.

Conduct/Training Regulations for Activities/Athletics

As a student involved in activities and athletics, you are representing a school, a team, and a community. As a representative of Butte Falls Elementary and Middle School, there are expectations for your behavior which include but are not limited to:

1. The possession/use of tobacco is forbidden.
2. The possession/consumption of alcoholic beverages is forbidden.
3. The possession/use of illegal drugs is forbidden.

These rules are in effect at all times whether the student is at school or away from school. If the district has concrete evidence that a student has broken one of the above rules the following consequences will apply:

1. Immediate dismissal from organization/squad will be based on personal observation by a member of the Butte Falls School District staff or any other concrete evidence.
2. Individuals will receive no award or recognition for that sport or from organizations/activities in which they are participating.
3. Individuals may not utilize school athletic facilities or equipment used in co-curricular activities until that current season officially ends. This includes post-season playoffs.
- 4.

Appeal Process

Any dismissal for violations of the above conduct/training rules may be appealed by way of the Activities Review Board. The review board consists of:

1. Coach or Advisor
2. Athletic Director or Student Government Advisor
3. Principal/Designee
4. Student Body President
5. A teacher

A signed written appeal must be in the office of the Principal within three (3) school days of the dismissal. The Review Board will act upon the appeal within seven (7) school days upon the receipt of such appeal.

It shall be the duty of this board to rule on the appeal in which the student may be:

1. **Reinstated** to the organization or squad without punishment.
2. **Reinstated** to the organization or squad with recommended punishment.
3. **Removed** from the organization or the squad for the remainder of the (sports) season.

A student who is removed from an organization or athletic squad due to the above infractions shall not be allowed to participate in the school activities program until the board is satisfied that the student's attitude and conduct has improved.

Advisor/Head Coach Rules

Any student trying out for or becoming a member of an activities/athletics program shall comply with the dress and personal conduct rules and requirements of the head coach/advisor whether or not the rules are more restrictive than those applicable to other students. Any student trying out for an activity or becoming a member thereof agrees to comply with such requirements of his/her advisor or coach.

Violations of the rules established by the advisor/head coach or conduct which is abusive or disrespectful may result in suspension for that activity. Suspension for such conduct is not subject to appeal to the Activities Review Board.

Athletic Policies

1. Students who participate in athletics must be academically eligible under the Butte Falls eligibility policy as well as O.S.A.A. regulations.
2. While a student is a member of a Butte Falls school athletic team, they are not allowed to participate on any other organized athletic team which is competing in that same sport.

3. New 6th grade transfer students who wish to participate in athletics must be eligible according to O.S.A.A. regulations.
4. All athletes must have a physical on a prescribed schedule before they can participate in a sports activity.
5. Transfer students will be required to have evidence of a physical examination at the time of transfer.
6. Participants in the athletic program must have insurance coverage. Students not covered by school insurance must provide written proof of an alternative health and accident plan.
7. Processing of school sponsored insurance claims is completed by the Principal's office. When an injury occurs, the athlete/coach are responsible for immediately notifying the office of the injury. The office manager will complete the necessary forms for proper insurance coverage. The school district does not assume financial responsibility for bills in excess of what the school sponsored insurance policy will pay.
8. Athletes who are to be excused from classes for participation in contests during the regular school day need to turn in work due on the day of departure; get the work to be completed for the next school day; and turn in the work to be missed on the school day following the absence.
9. Coaches and activities advisors have the right to establish additional regulations and requirements.
10. All members of school sponsored activities must travel in school transportation. The only exceptions are as follows:
 - a. When a student has permission to ride home from an activity with their parents. The parent must confirm the arrangements with the coach or their designee.
 - b. All other exceptions must be cleared by the principal, athletic director, or coach prior to each event.

School Dance Regulations

1. An organization sponsoring a dance will submit to the principal's office, at least one week prior to the dance, a completed school dance request form indicating who the faculty and parent chaperones will be and other required information.
2. Sponsoring school organizations, under the direction and supervision of advisors and adult chaperones, will have complete charge of the dance from beginning to end.
3. Music must be screened by school staff, registered volunteers, or registered chaperones before the dance for appropriateness of language and content.
4. Butte Falls school students may invite an outside date who must be enrolled in public/private school or home school. They must be registered in the office before 3:50 p.m. on the day of the dance. Registration forms are available at the office. If the dance is on Friday or Saturday, they must be signed up by Thursday at 3:50 p.m. The Butte Falls student will share responsibility for his/her guest. If the guest creates problems, They will not be allowed to attend dances for the

remainder of the year.

5. Students may not leave a school dance and later return, unless given special permission by a dance chaperone.
6. Dance times will be established by the student government and the principal.
7. Students who violate dance regulations will face disciplinary action and may be suspended from attending school dances for the remainder of the school year.

Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their 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 district maintenance person serves as the district's asbestos program manager and may be reached for additional information.

Assemblies and Other Student Performances

We want to see supportive participation at assemblies, school plays, concerts, games, and dances. We also must have courteous and reasonable conduct at those functions when they are scheduled. A part of our training is that of being a good audience. Whistling, booing, hooting, etc. are unacceptable and will result in exclusion from activities. A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

Assessment Program

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

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

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

Assignment of Students To Schools

Students are required to attend the school in the attendance area in which they reside, except as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office or counselor for additional information.

A district may allow transfers based on established district criteria.

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

Parents of students considering private placement for IDEA or Section 504 services must notify the district in advance before privately placing their student, or else potentially forfeit any right to reimbursement or prospective payment for that placement. Many students who are unilaterally placed by their parents are sometimes placed when they are not yet identified under the IDEA or Section 504 of the Rehabilitation Act.

Attendance

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff are required to monitor and report violations of the state compulsory attendance law.

Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class C violation of law and is punishable by a court imposed fine of up to \$180 per day, as provided by ORS 339.020.

The district will notify the parent in writing that, in accordance with law, the principal will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or 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 in the amount of a \$180.00 fine;
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 of not more than \$720.

Absences and Excuses

When returning to school after an absence, a student must bring a note signed by the parent, or they must telephone the school office (541-865-3563, Option 2) and describe the reason for the absence. Blanket notes will not be accepted.

Absence from school or class will be excused under the following circumstances:

1. Illness of student;
2. Illness of 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.

After 3 days without a note or phone call, the absence automatically becomes unexcused.

Students may be excused on a limited basis from a pre-planned 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 or the parent must telephone the school office (541-865-3563, Option 2). A student who becomes ill during the day should, with the teacher's permission, report to the office manager. The office manager will determine whether or not the student should be sent home and will notify the student's parent/guardian, as appropriate.

A student who has been absent for any reason will make up specific assignments missed and/or complete additional in-depth study assigned by the teacher to meet subject or course requirements. 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.

Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including suspension, expulsion, and ineligibility to participate in athletics or other activities.

Citizenship Evaluation

Grades K- 7 use a variation of Outstanding, Satisfactory, Needs Improvement, and Unsatisfactory to evaluate citizenship.

Communicable Diseases

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

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

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

Parents of a student with a communicable or contagious disease are asked to telephone the elementary school office manager so that other students who have been exposed to the disease can be alerted. **A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include COVID-19 (or similar coronaviruses), chicken pox, mumps, head lice, whooping cough, measles, German measles, scabies, staph infections, strep infections, tuberculosis, Hepatitis A, Hepatitis B, pink eye, ringworm (body or scalp), and the flu when the illness interferes with the student's performance. Head lice restrictions may be removed when NO nits or lice are present as certified by a designated school employee.**

Computer and District Internet Use

As users of the Butte Falls Elementary School electronic communications system, all students will be required to complete an Acceptable Use Agreement, which must be signed by both the student and parent or guardian. This agreement covers computer use in general as well as internet access and use. A completed form must be on file at the school before students will be allowed to use school computers and internet access. The terms and conditions and the agreement form can be found in the online registration

materials.

Conduct

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

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights - including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure their rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. 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 or district-sponsored activity, regardless of time or location, and while being transported in district-provided transportation.

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

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

1. Assault;

2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence, as prohibited by Board policy JFCF - Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Student, and accompanying administrative regulation;
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing, or using a weapon as prohibited by Board policy JFCJ - Weapons in Schools
8. Vandalism, malicious mischief, and theft, as prohibited by Board policies ECAB - Vandalism, Malicious Mischief, or Theft and JFCB - Care of District Property by Students including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
9. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia [as prohibited by Board policy(ies) [JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems];
11. Use or display of profane or obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school, or classroom rules.

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

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

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

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

Counseling

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns. Contact a staff member for a referral.

Cyberbullying

The district prohibits any form of harassment, including harassment 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.

Damage to District Property

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports may be withheld. See Fees.

Discipline

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

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

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

The district's disciplinary options include using one or more discipline management techniques, including counseling by teachers, counselors and administrators; 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, they 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.

It is our belief that all students can manage themselves in a safe, responsible, and respectful manner **at all times**. Should a student decide, for whatever reason, that he/she cannot maintain that behavior standard, the following procedure will be followed.

Minor offenses will result in one or more of the following pre-referral actions, at teacher discretion:

- Teacher/staff member talks to student
- Teacher contacts parents

Major or repeated offenses will result in one or more of the following, at administrative discretion:

A referral, resulting in one or more of the following:

- Contact with parent
- In-school suspension
- Out of School Suspension
- Expulsion

Detention

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

Discipline of Students with Disabilities

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a student without disabilities, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior, the time, and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in

placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

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

Expulsion

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

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

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

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

An expulsion shall not extend beyond one calendar year.

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

Suspension

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be

suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations, or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students, or staff members; or d) willful conduct which damages or injures district property.

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

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

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

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

Distribution of Material

Written material, pamphlets, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration. Materials not under the editorial control of the district must be submitted to the superintendent/principal for review and approval before being distributed to students.

Materials shall be reviewed 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, 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.

If material is not approved within 24 hours of the time that it was submitted, it must be 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 their viewpoint.

Dress Code

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruptions, and avoid safety hazards.

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

Clothing appropriate for school wear will be clean, modest in style, and neat in appearance. A suggested guide for measurement of shorts and skirts is that they should be no shorter than mid-thigh.

Non-compliant clothing and/or accessories will be immediately removed, turned inside out, covered, or the student will be taken home to correct the violation.

Examples of clothing and accessories that are not permitted

- Belts that hang more than 4", gang logos, hair nets, chains, clothing or jewelry that promote drugs, tobacco, alcohol, firearms or weapons of any kind.
- Pajamas, sagging pants, visible underwear, sexually suggestive logos, shorts and skirts which are shorter than halfway down the thigh.
- Spaghetti straps, ripped jeans that are higher than mid-thigh, tube tops, bare midriffs, undershirts, (regular tank tops are acceptable unless the arm holes are so large that the chest and back are clearly visible.)

The principal or superintendent may suspend any student who refuses to comply with the dress code.

Emergency Drills - Preparing for Emergencies

ALICE - Alert, Lockdown, Inform, Counter, Evacuate. This protocol is in response to an intruder on campus.

Student's responsibilities:

1. Stay in your classroom. If you are not in a classroom, get in the closest classroom available.
2. Follow the directions of your teacher. Move away from windows and sit on the floor as close to a solid wall as possible.
3. Do not leave the room unless instructed to do so.
4. Help keep your classmates as calm as possible.
5. Notify your teacher if any students are missing.
6. Listen for instructions over the intercom or from an administrator or police officer.

Earthquake. It is always important to remain quiet and as calm as possible. Since we can't predict exactly what might happen, if we remain calm we will have better judgment.

Action Plan:

1. In response, remain where you are.
2. If indoors, take cover under desks or tables.
3. If outdoors, move away from buildings.
4. After the quake, evacuate the building.

Earthquakes are a serious threat in Oregon. Geologists state that Oregon is a great deal more earthquake-prone than is generally realized and that it is only a matter of time before a severe earthquake may occur. If indoors, take cover under desks, tables or other heavy furniture, in interior doorways or narrow halls, or against weight-bearing inside walls. Stay away from windows, light fixtures, and suspended objects. After the quake is over, follow instructions and evacuate the building.

Fire. Follow this general procedure.

1. Exit the building according to the evacuation plan posted in each classroom. (Be sure to look at the plan or ask your teacher what the evacuation route is for each of your classrooms before the first drill.)
2. Report to the blacktop area with your class so that your teacher can take roll. Be sure to stay away from the building so that you'll be safe in the event of any explosions.

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 often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form. School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

Emergency School Closures

As we head into a new school year, we also head into fall and winter, the times of the year when school is most likely to close due to inclement weather, power and heating failures, and similar emergencies. There are three kinds of school closures: late start, full day closure, and early dismissal.

In the event of a delay, school will be delayed for two (2) hours. Parents should simply add two hours to the usual morning bus route times. School will be dismissed at the usual time(s). Delays will be announced early in the morning over the radio and television. Additionally, we contact parents via email, text and phone call. In the case of a delay, breakfast will not be provided. If a severe storm or other emergency causes a full day closure, it will also be announced on local radio and television stations.

Since so many parents and guardians work, informing them of an early dismissal is a problem. For this reason, the district tries to avoid early dismissals. However, when an emergency does arise, the Family Emergency Plan that comes with students' registration packets is the key to where students are sent. It is extremely important that this slip of paper be filled out and returned at the start of the year. Staff members will be calling parents and guardians to advise them of the situation before the buses leave school. Be sure that we know where to send your child.

Fees

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

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel, and athletic physical examinations;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Uniform maintenance;
7. Fees for damaged books and school owned property;
8. Field trips considered optional to the district's regular school program;
9. Admission fees for certain extracurricular activities;

10. Student accident insurance; and
11. Participation fees or "pay to play" for involvement in activities.

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.

A written or oral notice will be provided to the student and their parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid, the district will withhold the grade reports, diploma and records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district.

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.

Flag Salute

Students will be provided an opportunity to salute the United States flag at least weekly by reciting The Pledge of Allegiance.

Fund Raising

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives.

All funds raised or collected by or for school approved student groups will be received, deposited, and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's co-curricular activities program. The principal is responsible for administering student activity funds.

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 superintendent, the district's liaison for homeless students.

Immunizations

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 the exclusion. A hearing will be afforded upon request.

Infection Control/HIV, Hepatitis B, and AIDS

Although HIV, AIDS, Hepatitis B (HBV), and Hepatitis C (HCV) are serious illnesses, the risk on contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye, or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using universally recognized 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 HCV and/or other infectious diseases.

Infection/Disease Instruction

An age-appropriate plan of instruction about infections/diseases including HIV, AIDS, HBV, and HCV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the school for additional information and procedures.

Parents with questions about the district's AIDS, HIV, HBV and HCV health education program should contact the superintendent.

HIV Positive and AIDS-Students

As a general rule, a student infected with HIV or HBV who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy.

The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.

"Special risk" student means those students infected with HBV or HIV whose health care provider has reasonable grounds to believe present special risk to other students or

adults in an educational setting. Such special risks include, but are not limited to, a student's ongoing history of biting others. If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Parents of a student with a medical diagnosis of HIV deemed special risk by the student's health care provider as well as parents of any students with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school. In either case, students and parents will be notified of alternative education programs. Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction

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

Lunch/Breakfast Program

The district participates in the National School Lunch, Commodity and Community Eligibility Programs and offers free breakfast and lunches for all students. Additional information can be obtained in the office.

Medications at School

The administration of non-injectable medicines to students is governed by Board Policy JHCD-AR (Administering Non-injectable Medicines to Students). This policy covers not only prescription and nonprescription medication, but also such items as aspirin, Tylenol, poison oak medications, and any other ointments and sprays. Per board policy, requests for designated staff members (office managers only) to administer medication to students may be approved by the district under certain specific conditions. These conditions and requirements are described in detail in the student handbooks. If you have any questions you should contact the elementary or high school office manager.

Per Board Policy JHCD-AR, requests for designated, trained staff to administer

medication to students may be approved by the district as follows:

1. A written request for the district to administer prescription medication must be submitted to the school office to include:
 - a. The written signed permission of the parent.
 - b. The written instructions from the physician for the administration of the prescription medication to the student including:
 - i. name of the student;
 - ii. name of the medication;
 - iii. route (how medicine is to be taken);
 - iv. dosage;
 - v. frequency of administration; and
 - vi. other special instructions, if any. (The prescription label will be considered to meet this requirement if it contains the information listed above.)
2. A written request for the district to administer non-prescription medication must be submitted to the school office to include:
 - a. The written signed permission of the parent;
 - b. name of the student;
 - c. name of the medication;
 - d. route (how medicine is to be taken);
 - e. dosage;
 - f. frequency of administration; and
 - g. other special instructions, if any
3. Prescription and non-prescription(over the counter) medication is to be submitted in its original container.
4. Medication is to be brought to and returned from the school by the parent or other adult.
5. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take the medication.
6. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions.
7. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district administered medication.
8. Any error in administration of medication will be reported to the parent immediately and documentation made on the district's Accident/Incident Report form. Errors include but are not limited to: administering medication to the wrong student, administering the wrong medication, dose, time, route, etc.
9. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

Self-medication:

Grades K-7: Self-medication of prescription and nonprescription medication is not allowed

except in cases where a student must carry such medication on his/her person for immediate access. A parent/guardian permission form must be submitted for self-medication. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Building principal permission is required for all self-medication requests. Permission to self-medicate may be revoked if the student violates the Board's policy- governing Administering Noninjectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

Parental Rights

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

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- 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 nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

Personal Communication Devices

Students may possess personal communication devices, such as cellular phones in district facilities during the school day, **but such devices must remain turned off and use is**

prohibited during school hours including lunch and recess periods. 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.

Use and possession of such devices at school-sponsored activities or at other times during the school day will be determined by the building principal.

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

Phone Use

Parents should contact the Office directly if needing to get in touch with a student regarding a family emergency or concern. The office manager will take a message and ensure that the student receives it in a timely manner without disrupting the student's class.

Students will be allowed to use school phones to make legitimate calls at an appropriate time, usually at a break (breakfast, recess, lunch). On rare emergency occasions, we will bring the student to the office to take the call.

For more information on the use of personal cell phones, please see **Personal Communication Devices** above.

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 may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

Promotion, Retention and Grade Level 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 along with parental consent.

Release of Student from School

A student shall not be released from school at times other than regular dismissal hours except with the principal's or designee's permission. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent and/or legal guardian or as otherwise provided by law. A note signed by the parent/guardian must be on file in the office.

Searches and Questioning

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, or the Student Code of Conduct is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

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

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

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

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 Hu-

man 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

Students with Disabilities

The school provides special programs and services for students with disabilities. A student or parent with questions should contact the special education director.

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:

- Whether the teacher has met state qualification and licensing criteria of the grade level 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.

Additionally, 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.

Student/Parent Complaints

District Personnel Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days of the event or events causing the complaint. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within fifteen 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 within ten calendar days following the receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Discrimination on the Basis of Gender Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of gender should contact the principal.

Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the 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 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, composed 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 is final.

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.

Public Complaints

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 to 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if [a student], a parent or guardian of a student attending a school in the district, or a person who resides in the district, may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 - 581-002-0023[(see KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)]

All board policies are found on the district website: www.buttefalls.k12.or.us

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 their 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 subjected 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

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

same or other students or staff.

Building 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 I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building 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 II The district official receiving the information or complaint shall promptly initiate an investigation. They will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

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

Step III If a complainant is not satisfied with the decision at Step II, 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 II 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 IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III 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.

Step V If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal 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 building 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.

Talented and Gifted (TAG) 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 through the school office. All complaints will be reported to the TAG coordinator and/or building principal 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. The superintendent will report the recommendation to the Board whose decision will be final.

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

Student Education Records

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

Education records are those records 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 school office by the office manager. 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. Credits earned;
9. Attendance;
10. Date of withdrawal from school;
11. Social security number;
12. Other information, i.e., psychological test information, 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.

Student Immunization Requirements

The law requires that all Oregon school children be fully immunized, be in the process of completing their immunization schedule, or be exempt for medical or religious reasons in order to attend school. A parent or guardian will be required to complete a certificate verifying this information if the child has not previously been enrolled in the Butte Falls School District. If your child is exempt for medical or religious reasons, he/she may be excluded from attending school during a disease outbreak for his/her own protection. You may contact the Jackson County Health Department for more information about your child's immunization needs.

Talented and Gifted Programs

The district serves academically talented and gifted students in grades K-12. Students will be identified based on:

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

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

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 or 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.

Buses may not transport any persons other than children enrolled in school or teachers and school employees. Any exception must be authorized by the superintendent.

Transportation Rules

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

1. Students being transported are under the 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 the case of an 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 materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while the bus is in motion;
8. Students may be assigned seats by the driver;
9. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms, or head through the bus window;
11. Students will have written permission to leave the bus other than at 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, to fellow students, and the passersby;
16. Students who refuse to obey, promptly, the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus;
17. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

Disciplinary Procedures for Violations of Transportation Rules

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

1. First Incident: The driver verbally restates the behavior expectations and issues a warning citation. A bus seat may be assigned at driver's discretion.
2. Second Incident: The driver verbally restates the expectation and issue a second warning/citation. The principal /dean will then notify the parent.
3. Third Incident/Citation: The student must meet with the principal.
4. Fourth Incident/Citation: The student is suspended from riding the bus until a parent conference is held and a behavior contract is written.
5. If the inappropriate behavior continues, the student may lose the right to ride the bus.

In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

Vehicles/Bicycles/Skateboards on Campus

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.

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, rollerblades, scooters, or similar devices on district grounds is prohibited. Skateboards, rollerblades, scooters, or similar devices will be confiscated by school authorities and placed in the administrator's office for parents to retrieve. Use of skateboards, rollerblades, scooters, or similar devices on district property during nonschool hours is at the user's risk. Skateboards, rollerblades, scooters, or similar devices are prohibited on district property during school hours unless special permission is given by the administrator for a specific activity.

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

Visitors

During the current pandemic, public health officials highly recommend limiting visitors on school campuses during school hours. Parents who need to meet with teachers or other staff, may contact the school office to arrange the visit. To ensure the safety and welfare of the 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. The principal will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior (24 hour) permission from the principal. A student's guest(s) must wear a visible "Visitor" tag during his/her visit.

When campus access resumes, if you wish to come to school and visit a class, please contact the classroom teacher in advance. In some instances, testing or special programs may be taking place at the time you wish to visit. After you have your class visitation cleared, come to the school office to sign in with the office manager and receive your visitor's pass. **For the protection of your children, all visitors must check in with the building office manager before they can go to classes. This also applies to visits at lunch or recess.**

Volunteers

Butte Falls School District heartily encourages community members to participate in school activities. This includes co-curricular activities as well as the daily routines in the school buildings. Students and staff recognize the value and contribution of the community and will make every effort to show their respect and appreciation to our volunteers.

Volunteers need to check in with the district office and complete a background check form. Current Oregon law states that all volunteers must also be Covid-19 vaccinated or have an approved medical or religious exemption. ALL volunteers must be approved by the superintendent prior to performing volunteer services. Volunteers will register at the respective office and wear the appropriate volunteer name tag when "on duty". Volunteer drivers will be subject to a DMV record check before they are approved.

Activities

The purpose of the activities program is to promote, direct and conduct activities in such a manner as to further the aims of and goals set forth by the Board of Education and the Oregon School Activities Association. It is also the purpose of the activities program to encourage participation by all students, to teach good sportsmanship, fair play and ethical conduct and self-discipline.

The activities program covers all students in grades K-7.

Student clubs and performing groups such as the choir and athletic teams may establish rules of conduct - and consequences for misconduct - that are stricter than those for students in general. A written copy of such rules must be given to participating students at the beginning of the season.

Activities considered as co-curricular include, but are not limited to:

1. Athletics
2. Spectator bus trips
3. Non-graded class activities
4. Membership in clubs/organizations
5. Dances

Student Leadership/Government

Club meetings and social functions should be arranged and scheduled through the activity sponsor and the student government.

The student government aids in scheduling and supervising activities approved by the administration. The success of student government depends upon the cooperation of each student in meeting the responsibility of good citizenship.

Butte Falls School District #91
P.O. Box 228 • 720 Laurel Avenue • Butte Falls, OR 97522
(541) 865-3563 • fax (541) 865-3217

BOARD OF DIRECTORS

Katie Misfeldt, Chair
Daniel Murphy
Mark Carlton
Aaron Worman

SUPERINTENDENT OF SCHOOLS

Dr. Phil Long

Butte Falls School District is an equal opportunity employer.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave. SW, Washington D.C. 20250-9410 or call, toll free 866-632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at 800-877-8339 (TDD) or 866-377-8642 (relay voice users). USDA is an equal opportunity provider.

DESIGNATIONS AND NOTICES

PERSONS RESPONSIBLE FOR COORDINATING TITLE II, TITLE IX, AND SECTION 504

Title II Coordinator: Julie Freeman - Administrative Assistant
720 Laurel Ave., Butte Falls, OR. 97522
541.865.3563 ext. 5

Title IX Coordinator: Dr. Phil Long - Superintendent
720 Laurel Ave., Butte Falls, OR. 97522
541.865.3563 ext. 5

Section 504 Coordinator: Karina Ferre, Special Education
239 Main St. P.O. Box 197, butte Falls, OR 97522
541.865.3563 ext. 253

ANNUAL NOTIFICATION FOR BUTTE FALLS SCHOOL DISTRICT

Butte Falls School District operates on a four day week, Monday through Thursday schedule. Butte Falls Charter School is a school of choice and student enrollment shall be voluntary. As there will be no alternative placement available within Butte Falls School District #91, any student who resides within the District boundary, but have opted out of attendance at Butte Falls Charter School, will be released by Butte Falls School District #91 to the school of their choice. Students released under this provision will be provided transportation to and from the district boundary nearest their residence as part of a regularly scheduled route. Arranging transportation from this point to their school of choice will be the responsibility of the parent at no cost to Butte Falls Charter School or Butte Falls School District #91. Butte Falls School District currently runs buses into the neighboring districts of Eagle Point and Prospect School Districts.

In addition, as required by ORS 338.125 and our charter contract, all student enrollment is voluntary. Students who reside in the district are of course eligible for enrollment if space is available. We do not limit enrollment based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, the terms of individualized educational program, income level, proficiency in the English language or athletic ability.

Parent & Student Rights

Under OAR 581-21-260, each educational agency is annually required to notify parents and eligible students of their rights under Oregon and federal law. These rights include, parents have the right to:

1. Inspect and review the student's education record;
2. Request amendment of the student education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable law authorizes disclosure without consent;
4. File a complaint, pursuant to OAR 581-21-410, with the U.S. Department of Education under 34 CFR 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
5. Obtain a copy of the district policy with regards to student education records under OAR 581-021-0300.

Forwarding Records

Butte Falls School District forwards education records requested under OAR 581-21-2500 (l) (m) and (p) within 10 days of receiving the request.

Directory Information

Federal law requires that the school district notify the public that parents and guardians

may request in writing that individual children's names and other data be kept from the media. If such a request was made, the school district could not include that individual's name in information such as scholarship recipients, athletic rosters, programs, and so forth. This type of information is called "Directory Information" and consists of the student's name, height, weight, address, etc.

However, state law allows a district to release a student's address, telephone number, or photo, all of which is considered personally identifiable information, in a directory format without written permission from the parent/guardian. If you **DO NOT** want to have this information released, you must notify the district in writing at the beginning of the school year. This information will be sent out in the registration packets.

Asbestos Management

The Butte Falls School District has completed the initial phase of the Asbestos Hazard Emergency Response Act (AHERA) by having all facilities inspected for friable and nonfriable asbestos-containing materials and having an Asbestos Management Plan developed. Asbestos-containing materials have been identified in this school district.

The District is implementing response actions which include repair and removal of materials which have the highest degree of potential disturbance. The asbestos management program is an ongoing effort and each response action is documented in the management plan. Re-inspection of the asbestos-containing materials is done every 6 months to assure the materials remain in a safe condition.

Management plans are available for review in each building's office. Questions about the Asbestos Management Plan should be directed to the Maintenance Director, Butte Falls School District.

Eligibility Guidelines for National School Lunch/Breakfast Program

All students are offered free breakfast and lunch without filling out an application.

THE FOLLOWING POLICIES AND FORMS ARE AVAILABLE UPON REQUEST:

VOLUNTEER PROCEDURES

TRANSPORTATION RULES

DISCIPLINE/REFERRAL FORM

BOARD POLICY JOA: DIRECTORY INFORMATION

**BOARD POLICY JOB: PERSONALLY IDENTIFIABLE
INFORMATION**

**HARASSMENT COMPLAINT FORM PERMISSION TO PUBLISH FORM PUBLIC COMPLAINT
FORM SUSPENSION NOTICE**

APPENDIX

STATEMENT OF UNDERSTANDING, DESIGNATIONS, NOTICES AND NOTIFICATIONS

STATEMENT OF UNDERSTANDING

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

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. **I have filled out the form with my child's registration packet on those types of directory information listed above that I wish the district to withhold.**

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law. Personally identifiable information includes, but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

student name

parent signature

date