

A stylized tree logo composed of several overlapping triangles. The top triangle is light green. Below it is a yellow trapezoid with a grey border. The middle section consists of two light green triangles pointing outwards, separated by a white vertical line. Below that is another yellow trapezoid with a grey border. The bottom section consists of two light green triangles pointing outwards, separated by a white vertical line, with a final yellow trapezoid with a grey border at the very bottom.

Triangle Lake Charter School

Student and Parent Handbook

2015-2016

DISTRICT MISSION

In partnership with parents, guardians and this community, Blachly School District strives to empower each child/student to achieve his or her fullest potential, to become a lifelong learner and a responsible citizen.

DISTRICT EDUCATIONAL PHILOSOPHY

The education system of this district, while maintaining flexibility in adapting to an ever-changing society, will be dedicated to the total personal development of each student to the limits of his or her abilities and interests in a sequentially- coordinated curriculum which allows for individual differences.

As each child develops his or her abilities, he or she is expected to acquire a high degree of proficiency in the use of the skill subjects, to attain efficient and satisfying work habits, to grow strong physically, to acquire wholesome leisure-time interests, to learn to give responsible direction to his or her life, to develop desirable social attitudes, to assume citizenship responsibilities, to cultivate desirable intellectual interests, and to learn to appreciate the world of beauty.

TRIANGLE LAKE CHARTER SCHOOL VISION/MISSION

WE CARE

TRIANGLE LAKE CHARTER SCHOOL CORE VALUES

Integrity
Compassion
Ingenuity
Collaboration

TRIANGLE LAKE CHARTER SCHOOL FOCUS

Pursue educational excellence and enhance individual learning through:
Information Technology,
Natural Resources, and
Health and Fitness

Triangle Lake Charter School does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation¹ or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

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

School Secretary–Linda Richardson
541-925-3262 x102
Superintendent/Principal–James Brookins
541-925-3262 x106

◆ Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook.

Parents must also give their signed and dated written permission for the district to release personally identifiable information.

Blachly School Board Members

Derek Pennel—Chair
 Debby Parnell —Vice Chair
 Marty Johnson
 Phil Earle
 Ken Gast
 Jeff Eastburn
 Dwight Coon

Triangle Lake Charter Board Members

Ariah Richardson—Chair
 Arlene Brockman
 Phil Earl
 Alex Sisko
 Sabrina Schweitzer

District and School Staff

Pam Alley Bus Driver, Instruction Assistant, Kitchen Assistant
 JoAnn Angell Third Grade Teacher
 James Brookins Superintendent/Principal
 Regina Mitchell Sixth Grade Teacher, MS Language Arts Teacher
 Arlene Brockman Fourth Grade Teacher
 Alex Sisko Language Arts Teacher
 Meleah Drago Bus Driver, Playground Supervisor
 Chad Harrison..... Lane ESD Behavior Consultant
 Val Frolov Science Teacher
 Kelly Goodwin Library Media Specialist
 Jeremi Hargett Fifth Grade Teacher
 Ryan Hintz Physical Education and Health Teacher
 Darrel Rothauge Industrial Arts Teacher, CTE Coordinator, Counselor
 Dawn Myers Instruction Assistant
 Sandy Newman Bus Driver
 Margie Myska School Psychologist
 Judy Reyneke Speech Pathologist
 Sam Robinson Instructional Technology, Webmaster
 Pat Rufo Business Manager
 Ariah Richardson Instruction Assistant
 Jeff Richardson Transportation Supervisor/Bus Driver, Maintenance
 Linda Richardson School Secretary, Student Services
 Jack Schlea Band and Elementary Music Teacher



Coaching Staff

Tony Wynn
Phillip Ward
Tony Wynn
Brady VanCleave
Briannen Simington
TBD
TBD
TBD
Tony Wynn
Ryan Hintz
Robby Younger
TBD
TBD
TBD
Paige Wynn
Shane Hargett
Scott Steinhauer

Athletic Director
Head Football Coach
Assistant Football Coach
Head Volleyball Coach
Assistant Volleyball Coach
Middle School Football Coach
Middle School Volleyball Coach
Head Boys Basketball Coach
Assistant Boys Basketball Coach
Wrestling Coach
Head Girls Basketball Coach
Assistant Girls Basketball Coach
Middle School Boys Basketball Coach
Middle School Girls Basketball Coach
Head Track Coach
Assistant Track Coach
Middle School Track Coach

Advising Staff

Meleah Drago
Pam Alley
Darrel Rothauge
Bri Simington

Senior Class Advisor
Senior Class Advisor
Junior Class Advisor
Junior Class Advisor
Sophomore Class Advisor
Freshman Class Advisor
Middle School Advisor
Honor Society Advisor
Student Council Advisor
Yearbook Advisor
Drama/Music Advisor

Val Frolov

Brittany Bottensek
Jack Schlea

Sign and Return

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 (including electronic 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 marked through those types of directory information listed above that I wish the district to withhold

I also understand that the district is required by law to release secondary students’ names, addresses and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the district withhold this information. I do do not authorize my secondary student’s name, address and telephone number be released to military recruiters. I do do not authorize my secondary student’s name, address and telephone number be released to institutions of higher education.

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, and my secondary student’s name, address and telephone number will be released upon a request made by military recruiters and/or institutions of higher education.

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 or student identification number, a list of personal characteristics or other such information that would make the student’s identity easily traceable.

Students Name _____

Parent/Eligible Student (18 or older) Signature

Date

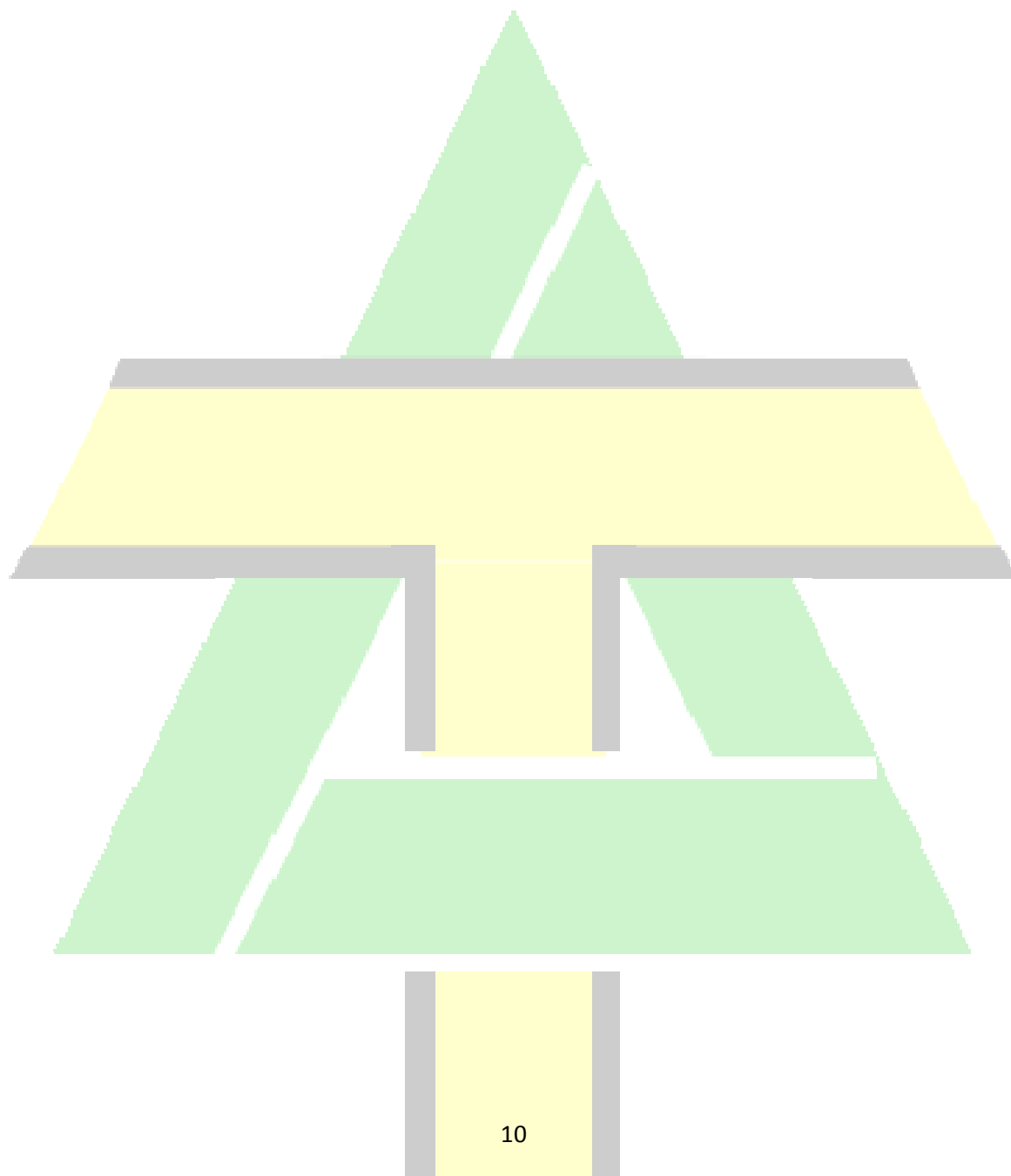


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Student Rights

- **ADMISSION**

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

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

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

JECA - Admission of Resident Students, JECB - Admission of Nonresident Students and administrative regulations

- **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 content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

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

Coordinate with Board policies IGBHA - Alternative Education Programs, IGBHB - Establishment of Alternative Education Programs and administrative regulations

- **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 his/her 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 and the responsibility to know the consequences of misbehavior.
8. Students have the right to an education free from hazing, harassment, sexual harassment, intimidation, menacing, or bullying, including cyber bullying.

Student Code of Conduct

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

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

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

1. Assault;
2. Hazing, harassment+, intimidation+, bullying or menacing+[, as prohibited by Board policy JFCF - Hazing/ Harassment/Intimidation/Bullying/Menacing - Student and accompanying administrative regulation,]
3. Coercion+;
4. Violent behavior or threats of violence or harm+ [as prohibited by Board policy JFCM - Threats of Violence];
5. Disorderly conduct, including public displays of affection, and indecent dress/grooming, false threats, and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon*** [as prohibited by Board policy JFCJ - Weapons in the Schools];
7. Vandalism/Malicious Mischief/Theft, including willful damage or injury to district property; or to private property on district premises or at school-sponsored activities;
8. Sexual Harassment [as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation];
9. Use of tobacco**, alcohol** or drugs**, including drug paraphernalia [as prohibited by Board policy(ies) [JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs] [JFCG - Tobacco Use by Students, JFCH - Alcohol and JFCI - Substance/Drug Abuse];
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

* In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

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

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

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

****In accordance with Oregon law**, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

*****Under state and federal law**, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

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

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

Firearm is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

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

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

- **CYBERBULLYING**

The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

**Coordinate with Board policy JFCF - [Hazing]/Harassment/Intimidation/Bullying/
Cyberbullying [Menacing] – Students**

- **FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*.
ORS 339.875

- **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 school office.

Coordinate with Board policy JECBD

- **MEDIA ACCESS TO STUDENTS**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Coordinate with Board policy JOD - Media Access to Students

- **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.

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

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

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

Coordinate with Board policy IKE

Student Responsibilities

- **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 will monitor and report violations of the state compulsory attendance law.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925.

The district will notify the parent in writing that, in accordance with law, the superintendent will schedule a conference with the nonattending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

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

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Suspension of Driving Privileges

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066.

A student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive days of unexcused absence; or
2. Fifteen school days total of unexcused absences during a single semester.

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

Coordinate with Board policy JEA - Compulsory Attendance and administrative regulation

Absence and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:

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

The District shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

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

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades.

*A student who is absent from school for any reason, for more than half of a school day, and without parent notification or pre-arranged slip, will not be allowed to participate in school-related activities on that day or evening.

• **UNEXCUSED ABSENCE AND TARDY**

Students are allowed to make up all work due to any absence. Accepting the work for credit for any unexcused absence will be at the discretion of each teacher. Each unexcused absence (class period) may result in a ½ hour detention. An unexcused whole day absence may result in multiple detentions or a suspension. The third unexcused tardy in a 12-week grading period will result in disciplinary measures to be determined by the superintendent. Each set of three unexcused tardies may result in added disciplinary measures. All work from unexcused tardies and absences will be credited and graded at the teacher's discretion. Credit can be prorated as it relates to seat time and participation. When a student has a minimum of 8 unexcused half day absences in a four week period, he/she is determined to be in irregular attendance (ORS 339.065 (1)) and may be considered truant. A student shall be considered to have withdrawn from school if the student has more than 10 consecutive days of unexcused absence.

Exemptions from Compulsory Attendance

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

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

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

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

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

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

Coordinate with Board policy JED - Student Absences and Excuses for additional local requirements. These six extenuating circumstances are required by law.

Senior Realease

An open period is an option after the successful completion of trimester three of a student's junior year or at the beginning of a student's senior year. Student must request consideration for an open period from the superintendent and provide information to determine eligibility.

1. Student should be a senior and must be on track to graduate.
2. Student must maintain grades equal to or greater than required for athletic eligibility.
3. Student will submit a copy of a transcript (or equivalent) at the beginning of an open period request to show eligibility and thereafter submit Interim Progress Reports and report cards.
4. Student must be in good standing with academics, behavior and attendance.
5. Student will be enrolled and maintain regular attendance at school.
6. Student will be granted an open period for not more than the one period of the day per trimester unless a school activity requires them to be present or on campus.
7. During an open period, the student will leave campus. The student will sign in/out at the office. The student will not take other students with him/her.
8. An open period student should be prepared for consequences when seen on campus during their open period.
9. An open period does not earn any credit.
10. An open period is a privilege and failure to maintain the requirements could result in the loss of open period privilege.
11. Whether or not the student signs out properly during the day when going home before school is out, the school's responsibility for supervision ends during the student's scheduled open period time.

Truancy

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

- **CLUBS AND ORGANIZATIONS**

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

Coordinate with Board policies IGD - Curricular/ Extracurricular Activities, KI - Public Solicitation in District Facilities

- **COMPUTER USE**

Students may be permitted to use the district’s electronic communications system for school related uses consistent with board policies.

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

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

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

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

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

Coordinate with Board policy IIBGA - Electronic Communications System and administrative regulation, IIBGA-AR – Electronic Communications System

- **DANCES/SOCIAL EVENTS**

1. The rules of good conduct and grooming shall be observed for school dances and social events.

2. The guest of a high school student (guests are only allowed for high school students) must be under 21 years of age but at least of high school age.
3. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. Persons other than Triangle Lake students (and alumni) may be allowed to attend if they are the date of a Triangle Lake student. A guest slip must have been secured from the principal or designee by noon on the last school day before the dance. The student is responsible for the guest's behavior. Any behavior by the guest that would result in school consequences if he or she were a student will be assigned to the student bringing the guest. Persons not approved to attend will be required to leave the premises.
4. High school students are not allowed at Middle School dances. Home-schooled students within the district or out of district middle school students may attend if approved by the Superintendent at least one day prior to the event.
5. Sixth, seventh and eighth grade students may attend middle school parties only; they may not attend dances for students in grades 9 through 12. (Exception: middle school students may attend homecoming and prom if they are the guest/date of a high school student with superintendent/designee approval.)
6. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.
7. Middle school parents may be notified if students leave the event early.
8. All school dances are to end no later than 12:00 a.m. unless the superintendent gives special permission.

• **DISPLAYS OF AFFECTION**

Physical displays of affection between students shall be maintained in an appropriate and acceptable manner. Handholding is considered acceptable.

Over-displays of affection will not be tolerated. The above-cited rule is subordinate to teachers' classroom rules and shall not supplant the classroom requirement of the individual teacher.

• **DRESS AND GROOMING**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption 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.

In the interest of health, safety, cleanliness, decency, and decorum among students of this district, the following regulations concerning dress and grooming apply:

In all matters relating to individual dress and grooming, students are required to exercise good judgment and exhibit respect for themselves, their school, and their community.

For security and safety hoods of any kind may not be worn during school hours.

Clothing, personal adornments, or school supplies clearly intended to be disruptive or that interfere with the regular operations of school are expressly prohibited. Students in violation of this regulation will be subject to discipline up to and including suspension or expulsion.

Nothing in these regulations is intended to intrude on the constitutional or statutory rights of any student, as long as, in the exercise of these rights, students do not create a threat to the good order of the school or cause the disruption of any recognized school function. The exercise of such rights by students must be consistent with the purposes for which the public schools have been established.

The superintendent must approve exceptions to the above dress code.

Coordinate with Board policies IB - Freedom of Expression, JFCA- Student Dress and Grooming

- **FEES, FINES AND CHARGES****

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

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrumental rental and uniform maintenance;
8. Student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Fees for use of towels provided by the district for P.E. classes or athletics;
12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities.

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

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

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

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

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

Coordinate with Board policy JN- Fees, Fines and Charges, IGDE- Student Activities Fees

- **FIELD TRIPS**

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and other such rules as may be deemed appropriate by the field trip supervisor. Students riding to the event on the bus must also return on the bus unless directly released to parents at the event or by special written permission of the superintendent.

Coordinate with Board policy IIC/IICA- Field Trips and Special Events, EEAE- Student Transportation in Private Vehicle

- **LOCKERS**

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

Coordinate with policies JFG-AR- Student Searches

- **PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA**

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

Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative. Social media Websites are Websites such as, but not limited to, Facebook, MySpace and Twitter.

Personal communication devices brought to school may be used for appropriate/approved classroom or instructional related activities.

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

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

Coordinate with Board policy JFCEB Personal Communication Devices and Social Media

- **SENIOR TRIPS**

The district recognizes senior trips as an extension of the school experience. District-sponsored senior trips may be authorized. Senior trips require approval by the District Board.

Private groups and organizations may be permitted to use district facilities and equipment during non-instructional time to promote senior trips on the same basis as facilities and equipment are provided to others.

Coordinate with Board policy IIC/IICA – Field Trips and Special Events, EEAE – Student Transportation in Private Vehicles, and JFC – Student Conduct.

- **SUPERVISION OF STUDENTS**

Adult supervision is provided to students during regular school hours 8:00AM-3:25PM, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

Coordinate with Board policy JH- Student Welfare

- **TOBACCO-FREE ENVIRONMENT**

Student possession, use, sale, including any smoking device is strictly prohibited. Any form of promotion or advertisement related to tobacco is also strictly prohibited. Student violations of this policy will lead to disciplinary action up to and including expulsion.

For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, clove cigarette, and any other smoking product, spit tobacco, known as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivering device, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

Coordinate with Board policy JFCG/KGC/GBK – Tobacco-Free Environment

- **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.

Coordinate with Board policies EEACC - Student Conduct on School Buses, JFCC - Student Conduct on Buses and administrative regulations

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 case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;

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

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 Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus until a conference, arranged by the principal, has been held with the student, the parent, the bus driver, and the principal.
3. Third Citation of the Year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, has been held with the student, the parent, the bus driver, and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1 year expulsion. There will be a hearing at this time, arranged by the principal, involving the student, the bus driver, the parent and the principal.

*All citations must be signed by the parents, the bus driver and the principal before the student will be allowed to ride the bus again.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized 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.

Coordinate with policies EEACC - Student Conduct on School Buses, JGDA/JGEA - Discipline of Students with Disabilities and administrative regulations

- **VEHICLES ON CAMPUS**

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

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

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

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

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

Coordinate with policies JHFC - Student Bicycle Use, JHFD - Student Vehicle Use, JHFDA - Suspension of Driving Privileges, JFG - Student Searches and administrative regulations

- **VISITORS****

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. [Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility.] The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

Coordinate with Board policy KK - Visitors to District Facilities

Behavioral Consequences

- **DAMAGE TO DISTRICT PROPERTY**

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

Coordinate with Board policies JN – Fees, Fines and Charges, JG – Student Discipline

- **DISCIPLINE/DUE PROCESS****

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

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

The district's disciplinary options include using one or more discipline management techniques, including counseling by teachers, counselors and administrators; detention; suspension; expulsion; loss of driving privileges and loss of right to apply for driving privileges. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

Coordinate with Board policy JG - Student Discipline

Coordinate Board policies IGD - Cocurricular/ Extracurricular Activities with any local regulations developed and implemented by the principal in conjunction with parents and/or student leaders

Detention

A student may be detained outside of school hours [for not more than two hours] on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Coordinate with Board policy JGB - Detention of Students

Suspension

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

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

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

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

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

Coordinate with Board policy JGD - Suspension

Expulsion

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

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

An expulsion shall not extend beyond one calendar year.

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

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 nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a 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.

Coordinate with Board policy JGE – Expulsion

- **GRADE REDUCTION/CREDIT DENIAL**

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

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

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

Coordinate with Board policy IKAD - Grade Reduction/Credit Denial

Coordinate with Board policy IKFB – Graduation Exercises

Coordinate with Board policy IKF – Graduation Requirements

Coordinate with Board policy IKF – AR – Graduation Requirements

- **HAZING/HARASSMENT/INTIMIDATION/BULLYING/ CYBERBULLYING /MENACING**

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

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

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

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

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

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

“Cyber bullying” is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational environment may also be considered cyber bullying, harass, intimidate or bully. Students will refrain from using personal communication devices or district property and equipment to violate this policy.

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

“Retaliation” means hazing, harassment, intimidation, menacing or bullying and acts of cyber bullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing or bullying and acts of cyber bullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

The superintendent/Principal will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the the superintendent/Principal who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated[, menaced] or bullied and acts of being cyberbullied in violation of this policy shall immediately report his/her concerns to the superintendent/Principal who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the board chair.

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

Step I Any hazing, harassment, intimidation or bullying acts of cyberbullying information (complaints, rumors, etc.) shall be presented to the Superintendent/Principal Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

Step II The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

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

Step III If the 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's appeal within [10] working days.

Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with 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 complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

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

Coordinate with Board Policies – GBN/JBA-AR Sexual Harassment

Coordinate with Board Policies – JBA/GBN-AR Sexual Harassment

Coordinate with Board Policies – GBN/JBA Sexual Harassment of Students

Coordinate with Board Policies JBA/GBM Sexual Harassment of Students

Coordinate with Board Policies – JFCF/GBNA-Hazing/Harassment/Intimidation/Bullying/Menacing

Coordinate with Board Policies – JHFF-AR Sexual Conduct Complaint Form

- **THREATS**

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

Students in violation of the district’s threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability. Coordinate with Board policies JFCM - Threats of Violence, JFCF/GBNA - Hazing/Harassment/Intimidation/ Bullying/Menacing - Student and GBN/JBA-Sexual Harassment, GBNA-AR-Hazing/Harassment/Intimidation/Bullying/Menacing Complaint, JFCF/GBNA-AR-Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedures, JFCJ-Weapons in the Schools, JFCF-Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence-Student, IGBAG-AR – Special Education-Procedural Safeguards

Legal Notifications

- **ANIMAL DISSECTION**

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

Coordinate with Board policy INI - Animal Dissection

- **COMMUNICABLE DISEASES****

Parents of a student with a communicable or contagious disease are asked to telephone the principal so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections* and tuberculosis. Parents with questions should contact the school office.

Coordinate with Board policies JHCC - Communicable Diseases and JHCCF – Pediculosis (Head Lice) and administrative regulations

Districts may require that students found with live lice or nits be excluded from school and that readmittance will be allowed only after assessment by designated district staff confirms that no live lice or nits are present.

- **CONFERENCES**

Regular conferences are schedule annually to review student progress.

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

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

- **CREDIT BY EXAMINATION**

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

- **CREDIT FOR PROFICIENCY**

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

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

**Coordinate with Board policies IGBBC - Programs and Services - Talented and Gifted
OAR 581-022-1131**

- **DISTRIBUTION OF MATERIAL**

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

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

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

The district may designate the time, place and manner for distribution.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three school days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

Coordinate with Board policies IB - Freedom of Expression, KI - Public Solicitation in District Facilities, KI/KJ - Commercial Advertising/ Merchandise Sales

Coordinate with Board policies KL - Public Complaints

- **DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS**

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill will be conducted each month for students in grades K-12.

At least two drills on earthquakes for students will be conducted each year for students in grades K-12.

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

Coordinate with Board policy EBCB - Emergency Drills

- **DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM****

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

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

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

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

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the [counseling] office for information on district and community resources available to assist students in need.

Coordinate with Board policy IGAEB - Drug, Alcohol and Tobacco Prevention, Health Education

- **EMERGENCY MEDICAL TREATMENT**

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

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

- **EMERGENCY SCHOOL CLOSING INFORMATION**

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

Coordinate with Board policies EBCD – Emergency Closures

- **EXPANDED OPTIONS PROGRAM**

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

Coordinate with Board policy IGBHE - Expanded Options Program and IGBHA - Alternative Education Programs.

- **EXTRACURRICULAR ACTIVITIES**

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

Coordinate with Board policy IGD - Cocurricular/Extra-curricular Activities

- **FOREIGN EXCHANGE STUDENTS**

The school may enroll a maximum of 10 students from other nations from those exchange programs officially recognized by the Board.

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded prior to the beginning of the school term.

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

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

Coordinate with Board policy JECBA - Admission of Exchange Students and administrative regulation

The Illegal Immigrant and Immigrant Responsibility Act of 1997 requires school districts to charge foreign exchange students on F-1 Visa status full tuition costs. J-1 Visa students, those exchange students entering the country through one of the many sponsoring organizations, continue to be admitted to school tuition free.

- **FUND RAISING****

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The activities director or designee is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

Coordinate with Board policies IGDG - Student Activity Funds and IGDF - Student Fund-Raising Activities

- **GRADUATION EXERCISES**

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

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

Coordinate with Board policies IKFB - Graduation Exercises and IKF - Graduation Requirements

- **GRADUATION DIPLOMA REQUIREMENTS**

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

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

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

Essential Skills

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

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

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

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

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

The district may award a modified diploma or extended diploma to a student only upon the written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or extended diploma is awarded. This requirement does not apply to a student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded.

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

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

Beginning in grade five, the district will annually provide information of the availability of a modified diploma, an extended diploma, and an alternative certificate and the requirement for the diplomas and certificate to the parents or guardians of a student taking an alternate assessment.

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

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

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

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

Students and their parents will be notified of graduation and diploma requirements
Coordinate with Board policy IKF - Graduation Requirements and administrative regulation

Revised as a result of House Bill 2283 and 2285 (2011).

OAR 581-022-0617, Test Administration Manual, Appendix L- Requirements for Assessment of Essential Skills.
 (See February 2011 *Policy Update*)

modified diploma requirements as per OAR 581-022-1134.

alternative certificate requirements as per OAR 581-022-1135.

extended diploma requirements as per OAR 581-022-1133.

Included per House Bill 2283 and 2285 which revised OAR 581-022, -1133, -1134 and 1135.

- IMMUNIZATION****

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

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

Coordinate with policies JHCA/JHCB - Immunizations and Health Examinations of Students

- LUNCH/BREAKFAST PROGRAM**

The district participates in the National School Lunch, School Breakfast, Special Milk and Commodity Programs and offers free and reduced-price meals based on a student's financial need.

Additional information can be obtained in the office. Anni Theissen ext. 103

Hot Lunch	(K-5)	\$2.00
	(6-12)	\$2.50
	Adults	\$3.50

Breakfast	Milk only	\$0.40
	(K-5)	Free
	(6-12)	Free
	Adults	\$1.75

The district will notify all households of its meal charge requirements early in the school year. The district’s meal charging requirements are as follows:

Students may charge no more than \$5.00 to their lunch account. Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals until the account has been paid in full. Students or parents of students are expected to prepay meal costs or pay for the meal at the point of service.

Coordinate with Board policy EFAA - District Nutrition and Food Services and administrative regulation

Also see policy JEFA - Closed Campus/Open Campus.

• **MEDICINE AT SCHOOL****

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

Coordinate with Board policy JHCD - Administering Noninjectable Medicines to Students and administrative regulation

District-Administered Medication

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

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

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

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within 10 school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

Coordinate with Board policy JHCD - Administering Noninjectable Medicines to Students and administrative regulation

Self-Medication

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

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

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

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

Contact the school office for additional information and forms.

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

- **ONLINE LEARNING**

The district may grant credit for approved online courses offered by district-approved institutions. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

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

Coordinate with Board policy IGBHE - Expanded Options Program

- **PARENTAL INVOLVEMENT****

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The school newsletter, "Back to School" nights, and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the school office
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to Charter Board meetings, with its emphasis on instructional improvement.

Coordinate with Board policy JECAC/GBH - Staff/Student/Parent Relations

- **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:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. 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.

Coordinate with Board policy KAB - Parental Rights and administrative regulation

- **PHYSICAL EXAMINATIONS****

Students in grades 7 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation.

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

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

Coordinate with policies JHCA/JHCB - Immunizations and Health Examinations, for any local physical examination requirements adopted by the Board

- **REPORTS TO STUDENT AND PARENTS**

Written reports of student progress and absences shall be issued to parents at least 3 times a year. Parents will be notified of student benchmark, Certificate of Initial Mastery and Certificate of Advanced Mastery progress, as appropriate. Grades will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

At the midpoint of the reporting period the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level. Parents of 6-12 grade students may contact the office for log-in information for the online grading system.

Coordinate with policies IK - Academic Achievement, IKA - Grading System

- **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 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, as appropriate.

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 when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

Coordinate with policies JFG - Student Searches and KN - Relations with Law Enforcement Agencies and administrative regulations

- **SPECIAL PROGRAMS**

English Language Learners

The school provides special programs for English language learning students. A student or parent with questions about these programs should contact the building administrator.

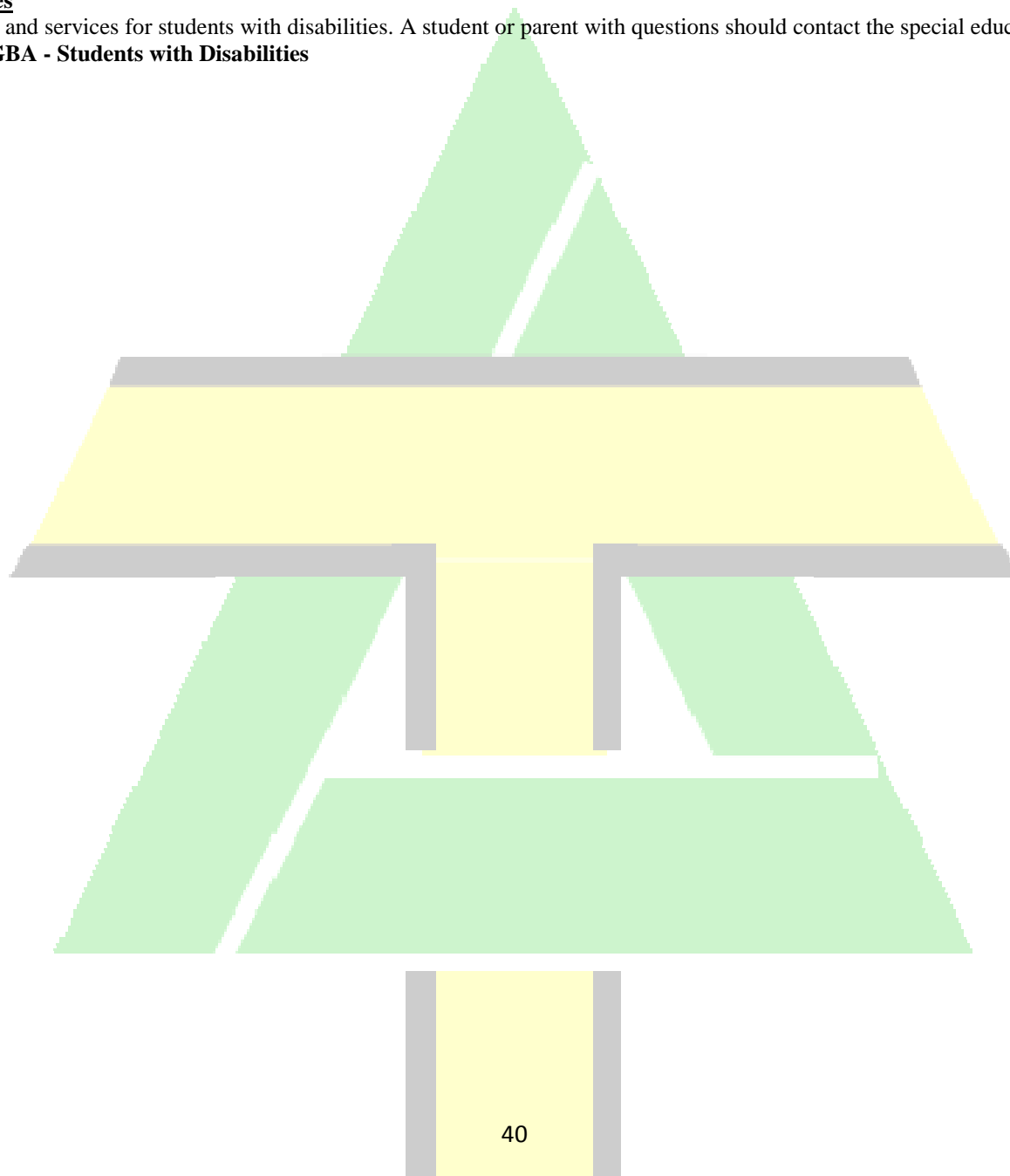
In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
 - a. Detailing the right to have their student immediately removed from such program upon their request;
 - b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

Coordinate with Board policy IGBI – English Language Learners Education

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the special education director.
Coordinate with Board policy IGBA - Students with Disabilities



Title I Services

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

The school will also provide parents, upon request, information regarding the professional qualification of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. 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;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

1. Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
2. 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.

Coordinate with Board policy IGBC - Title I/Parental Involvement

• **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. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 15 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 10 calendar days following 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 Sex Complaints

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

Education Standards Complaints

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

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

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

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

The complainant may appeal the superintendent’s decision to the Board, whose decision will be final.

Coordinate with policies KLD - Public Complaints about District Personnel and administrative regulations

Coordinate with Board policy LGA - Compliance with Standards and administrative regulation

Coordinate with policies JB - Equal Educational Opportunity, AC - Nondiscrimination and administrative regulations, for names of the Title IX compliance officer and the Section 504 coordinator

Students with Disabilities Complaints

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

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.

Coordinate with Board policy JECBD - Homeless Students and administrative regulation

Students with Sexual Harassment Complaints

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and nondistrict property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

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

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;

3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Principals, 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/ 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. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 5 school days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter 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 school 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 10 school 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 school days following completion of the hearing.

Step V If the complaint is not satisfactorily settled at the Board level, 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 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.

Coordinate with Board policy JBA - Sexual Harassment of Students and administrative regulation

Districts are advised that Oregon law requires Board-adopted sexual harassment policies. Posting of the district's policy on a sign of at least 8 1/2" x 11" is also required in all "grade 6 through 12 schools in the school district."

It is advisable for the district to give one official overall responsibility for coordination and oversight of all sexual harassment complaints and other reported incidents to ensure consistent practices and standards. Coordination of record keeping (for instance in a confidential log maintained by the Title IX coordinator) will also ensure that the district can and will resolve recurring problems and identify students or employees who have multiple complaints filed against them or who are involved in other reported incidents. Districts should also ensure that those reporting incidents of sexual harassment have more than one designated official to report to, in the event the designated official is the subject of the complaint.

Staff Sexual Conduct with Students

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

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

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. When the superintendent takes action on the report, the person who initiated the report must be notified.

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

Coordinate with Board Policy JHFF – Reporting Requirements Regarding Sexual Conduct with Students

TALENTED AND GIFTED PROGRAM**

Identification of Talented and Gifted Students

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

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students or Oregon Assessment of Knowledge and Skills (OAKS).

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

Appeals

Parents may appeal the identification process services and/or placement of their student in the district’s TAG program

Coordinate with Board policies IGBBA - Identification - Talented and Gifted, IGBBB - Identification - Talented and Gifted Students among Nontypical Populations and administrative regulations

OAR 581-022-1310 and OAR 581-022-133

- **TRANSCRIPT EVALUATION**

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.
State Board revision of OAR 581-021-0210.

Coordinate with Board policy JECDA - Transcript Evaluation and administrative regulation

