

**BARNES BUTTE ELEMENTARY  
CROOK COUNTY SCHOOL DISTRICT**

**School Student  
Parent Handbook  
2023-2024**

# **Barnes Butte Elementary School Student/Parent Handbook**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available at each school office and the district office during business hours and at [crookcountyschools.org](http://crookcountyschools.org).

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. Notification may be provided when appropriate.

Crook County School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act; and Title II of the Genetic Information Nondiscrimination Act. \*Race includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

The following staff has been designated to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues:

Human Resources Director Jay Weeks  
Crook County School District Office: 471 Ochoco Plaza Drive, Prineville, OR 97754  
[Jay.Weeks@crookcountyschools.org](mailto:Jay.Weeks@crookcountyschools.org). (541) 416-9978

The following staff has been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Special Education Director Jihan Nelson  
Crook County School District Office: 471 Ochoco Plaza Drive, Prineville, OR 97754  
[Jihan.nelson@crookcountyschools.org](mailto:Jihan.nelson@crookcountyschools.org). (541) 447-5664

Procedure for filing a complaint can be found on the district's home page at <https://www.crookcountyschools.org/>.

Parents and students may be required to 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 must notify the district office within 15 days of receipt of the student handbook.

## **Directory Information Selection and Acknowledgement or Receipt of Handbook**

I understand and consent to the responsibilities outlined in the Student Code of Conduct as outlined in the Barnes Butte Elementary School Student/Parent Handbook. 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, including while traveling to and from school or at bus stops. I understand that should my student violate the Student Code of Conduct they 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.

I understand that certain information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. This information can be released without parental consent, unless the student has been opted out.

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 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 or the name of the student's parents or other family member; the address of the student or student's family; personal identifiers such as the student's social security number, student identification number, or biometric record; a list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth, and mother's maiden name; information requested by a person who the district reasonably believes knows the identity of the student to whom the educational records relates; or other such information that would make the student's identity easily traceable.

I understand that unless a parent or eligible student objects 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.

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name, identifier, institutional email address in a class in which the student is enrolled, or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in policy JOA - Directory Information.

## PARENT, VISITOR AND VOLUNTEER GUIDELINES

Board policies [KK - Visitors to District Facilities](#) , [ECAC - Video Surveillance](#)

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Barnes Butte Elementary School, it is essential that all parents and visitors to our buildings be aware of their responsibilities and follow the code of conduct as listed below. All adult volunteers will need to complete and clear a volunteer screening form that is available online at the Crook County School District Website.

Please see **VISITORS** in the General Policies section for more information.

### We ask parents to:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the school dress code.
- Treat all staff in a respectful manner.
- Provide a place for study and ensure homework assignments are completed.
- Public Conduct on School Property
- Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:
  - **All visitors to the school must report to the office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's pass, which must be worn at all times while in the school or on school grounds. As a visitor, please sign out before leaving the building.**
  - All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.
  - If you make a delivery for your student, please drop the delivery off at the Barnes Butte office and we will deliver it for you.
  - When picking up students for dismissal, please wait outside at a planned location and not by the classrooms.

## **Rules and Expectations**

1. Students are not to be on school grounds before 7:30 a.m.
2. Students participating in school-sponsored activities or lessons will report directly to their specified locations.
3. At 7:30 a.m. students may enter the cafeteria, get breakfast and go to the classroom. Students may also deposit money in their meals account at this time. Students that do not eat breakfast at school will report to the classroom between 7:30 and 7:50.
4. Students will not be in classrooms without adult permission. Students will not be in a room without adult supervision for extended periods of time.
5. The school is not responsible for lost articles. Discretion should be used when bringing valuables to school.
6. All pets must be left home unless arrangements have been made with the teacher.
7. School telephones may be used only with staff permission.
8. Students will leave school immediately after school ends unless in after school activities. (2:05)
9. Students will show pride in their school by keeping the building and grounds free of litter.
10. Gum is not to be brought to school.
11. No energy products or soda allowed at school.
12. Students will leave weapons and other unsafe objects at home.
13. During school, students will not leave the school grounds unless properly checked out through the office.
14. Use responsible language at all times.
15. Students should not wear short shorts (midthigh or lower only). Spaghetti straps, midriffs, crop tops, tank tops with narrow straps, mesh tops, tube tops and headwear are not allowed. Students may not apply makeup at school.
16. Students will wear shoes at all times. Classroom Read Ins are the exception. Wear flip flops at your own risk. Wheel Shoes can only be worn at school with the wheels removed. Tennis shoes are required for P.E.

## SCHOOL/DISTRICT POLICIES

### ATTENDANCE

Board policies [JED - Student Absences and Excuses](#), [JEFA – Off Campus Access](#), [IGBHD - Program Exemptions](#)

All students age 5 if enrolled in school that begin kindergarten up through 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 following 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.

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

1. The superintendent has the authority to enforce the provisions of the compulsory attendance laws;
2. The parent has the right to request:
  - a. An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or
  - b. A review of the student's current IEP.
3. A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 4 above, if requested by the parent, has been completed.

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

### ABSENCES AND EXCUSES

If a child is absent, please call and notify the school at **541 416-4150 by 9:00 am on the day of the absence.**

If contact was not made with the school, when returning to school, a student must bring a note signed by the parent that describes the reason for the absence.

If you know in advance your child will not be attending school contact the office to pre-arrange 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. Appointments. Confirmation of appointment may be required.
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

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 or religious or considerations.

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

The following are absences and tardies that are **NOT** excused:

1. Oversleeping
2. Missing the bus
3. Parents work schedule

Good attendance habits need to be established early in your child's school experience. The official Oregon Compulsory School Attendance Regulations state that eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. If your child has eight one-half days unexcused, the computer will generate an attendance letter to you. If attendance does not improve, the district may refer this matter to other agencies including, but not limited to, the Crook County Juvenile Department and the Prineville Police Dept.

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

## **TARDINESS**

Being late to school disrupts the regular education process for both the late individual and the classroom. Tardiness will be responded to with contact from the principal or the principal designee at the same rate as excessive absence letters.

## **BIKES/SKATES/SKATEBOARDS**

- Bicycles are to be placed in the bike rack.
- Scooters/skateboards are to be stored.
- Wheel Shoes can only be worn at school with the wheels removed.

## **BULLYING**

Board policy [JFCF – Hazing, Harassment, Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating Violence or Domestic Violence – Student](#)

District Policy, JFCF/GBNA-AR, about Bullying and Cyberbullying are critical to read. It is also critical for parents to talk to their students about the dangers and consequences of this behavior.

Please see

**HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING can be found in the General Policies section for complete information.**

## **CELL PHONE**

Cell phones need to remain in pockets or backpacks and be turned off during school hours. Cell phones that are used during the day will be taken to the office where parents can pick them up. The school will not be responsible for any lost or damaged phones. Cell phones are to be turned off and put away while students are in line for the bus.

If a student needs to make a call to clarify transportation expectations, they are to come to the office.

## **CLASS PARTIES/CELEBRATIONS**

**Class Parties:** During the school year, classes will have parties for Fall Celebration, Winter Holiday, and Valentine's Day. **Treats must be store bought.** If your child is not to participate, a note should be sent to school.

### **Celebrations/Birthdays**

Small store bought treats are allowed for special occasions. Due to disruption of the day, **flowers, balloons, or any special acknowledgments** are not permitted.

## **COMMUNICABLE DISEASES** Board policy [JHCC - Communicable Diseases](#)

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

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

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

Parents of a student with a communicable or contagious disease are asked to telephone the school 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 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\*, Covid\* and tuberculosis. Parents with questions should contact the school office.



## **COMPUTER USE**

Board policy [IIBGA - Electronic Communications System](#)

Students may be permitted to use the district's system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals.

Please see **COMPUTER, NETWORK AND INTERNET RESPONSIBLE USE** under **General Policies** section for more information.

## **CONDUCT**

Board policies [JBA/GBN - Sexual Harassment](#) , [JFC - Student Conduct](#) , [JG - Student Discipline](#) , [JFCJ - Weapons in Schools](#) , [JF/JFA - Student Rights and Responsibilities](#)

Students will be taught appropriate behavior and will receive encouragement to act in a responsible manner. We will work to ensure that every student understands our expectations.

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.

### **Students Rights and Responsibilities**

Student rights and responsibilities include, but are not limited to the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination and the responsibility to not discriminate against others;
2. The right to attend free public schools and 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 the respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression and the responsibility to observe reasonable rules regarding this right;
5. The right to assemble informally and 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.**

### **Barnes Butte Elementary School (BBE) Student Code of Conduct**

In order to maintain a safe and effective educational environment, BBE staff has authority and control over a student at school during the regular school day, at any school or district-related activity, regardless of time or location, and while being transported in district-provided transportation.

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

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 may be referred to law enforcement officials or Oregon Department of Human Services for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence, as prohibited by Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Student, and accompanying administrative regulation;
3. Coercion; that is, obtaining money or other objects of value from an unwilling person or forcing someone to act through use of force or threat of force.
4. Suspected abuse of a child, pursuant to Board policy JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm, as prohibited by Board policy JFCM - Threats of Violence;
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing, or using a weapon as prohibited by Board policy JFCJ - Weapons in Schools;
8. Vandalism, malicious mischief, and theft, as prohibited by Board policies ECAB – Vandalism, Malicious Mischief, or Theft and JFCB - Care of District Property by Students including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
9. Sexual harassment, as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia, as prohibited by Board policies JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems;
11. Use or display of profane or obscene language;
12. Disruption of the school environment, public displays of affection;
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school, or classroom rules.
16. Possession of a match or lighter;
17. Use of cell phones is prohibited during the school day. Cell phones must be turned off and stored in lockers.

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

\*Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored activity. 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, a 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.

\*\*In accordance with Oregon law, any person under age 21 possessing a tobacco product or an inhalant delivery system 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 allows to be sold, a tobacco product in any form, a tobacco-burning device or an inhalant delivery system, to a person under 21 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 475.904.

“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 physical 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, or any destructive device.

“Destructive device” is defined as any 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.

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

## **DISCIPLINE/DUE PROCESS**

Board policy [JG - Student Discipline](#)

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators. Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.

Disciplinary measures are applied depending on the nature of the offense and without bias. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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 privileges, honors and awards and removal to an alternative education program.

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

No student will be subjected to corporal punishment.

**Student Behavior Consequences**

- ☐ Referral to Wellness Room
- ☐ Referral to Counselor
- ☐ Loss of Recess
- ☐ Loss of Privilege
- ☐ Collaborative Problem Solving
- ☐ Spent time on the wall during recess
- ☐ Conference with Student/Family
- ☐ Support plan

**Possible Consequences for Major Violations**

- Alternate Learning Environment
- Change of educational placement
- In School Suspension
- Suspension with re-entry meeting
- Other as assigned by school administration

**\*Severe Clause: Severe violations of Code of Conduct may result in disciplinary consequences up to an immediate 10-day suspension, change of placement or expulsion.**

**Detention**

Board policy [JGB – Detention of Students](#)

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

**Suspension**

Board policy [JGD – Suspension](#)

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

- a) Willful violation of Board policies, administrative regulations or school rules;
- b) Willful conduct which materially and substantially disrupts the right of other to an education;
- c) Willful conduct which endangers the student, other students or staff members; or
- d) Willful conduct which damages or injures district property.

The district may require a student to attend school during non-school hours as an alternative to suspension.

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

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

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

### **Expulsion**

Board policy [JGE – Expulsion](#)

Students may be expelled for any of the following circumstances:

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

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing, or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

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

### **Discipline of Students with Disabilities**

Board policy [JGDA - 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 non-disabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. A student with an IEP will not be suspended for more than 10 days, expelled or have educational services terminated by the district for any behavior that is a manifestation of the disability.

A student may be removed from the current educational placement to an interim alternative setting for up to 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.

### **CONDUCT PROHIBITED ON SCHOOL PROPERTY**

No person shall:

- Intentionally harass, degrade, or injure any other person or threaten to do so.
- Disrupt the orderly conduct of classes, school programs, school operations or other school activities.
- Obstruct the free movement of any person in any place to which this code applies.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.

### **Persons in violation of the Code of Conduct**

The authorization of a visitor to remain on school grounds or at any school function shall be withdrawn and directed to leave the premises. The parent may also be asked to remain off school grounds until the situation is resolved. If they refuse to leave, they shall be subject to a police citation for trespassing.

The district reserves its right to pursue a civil or criminal legal action against any person violating these guidelines.

### **CONFERENCES**

Regular conferences are scheduled annually in the fall and spring to review student progress. Teachers may attend online video conferences if needed.

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.

### **DRESS AND GROOMING**

Board policy [JFCA - Student 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.

Students may not apply makeup at school.

When dress or grooming clearly disrupts learning or presents a health or safety hazard, the student will be asked to change. Students refusing to change their attire will be considered defiant and appropriate consequences will be administered.

Clothing advertising alcohol, tobacco or other drugs, and clothing with inappropriate messages are not allowed. Midriffs, crop tops, and tube tops are not to be worn. Students must wear shoes at all times. Hats are allowed on Friday Hat Days and special events as advertised.

The following general guidelines are designed broadly enough to allow individual expression:

1. Undergarments shouldn't show.
2. See-through clothes aren't appropriate.
3. Bare skin should be limited.
4. Slogans on shirts can't contradict our educational mission. T-shirts that glorify gangs, drugs, alcohol, tobacco, physical brutality, promiscuous sex, or vulgarity don't belong at school.
5. Shoes with soles must be worn at all times.

## **ELECTRONIC DEVICES**

Board policy [JFCEB - Personal Electronic Devices and Social Media](#)

Electronic books may be brought to school for reading during class time when approved by a student's teacher. Phoning and texting are not allowed. Gaming and network use are not permitted. The school is not responsible for lost, damaged or stolen items. Cell phones are not to be used during the school day. Please see **ELECTRONIC DEVICES AND SOCIAL MEDIA in the General Policies section for more information.**

## **EMERGENCY SCHOOL CLOSURE INFORMATION**

Board policy [EBC/EBCA - Emergency Procedures and Disaster Plans](#)

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.

In the event school is closed due to inclement weather, the following radio stations will begin announcing school closures by 6:30 a.m.: KRCO~AM (690), KRCO ~FM (96.5), THE PEAK~FM (104.1), KQAK~FM (105.7), and KTVZ TV. As closure information becomes available, the district website will be updated and automated calls and texts will be sent. In order to receive an auto-dialer call to your cell phone you must have given permission to participate.

Please be aware that changes in weather and road conditions can result in bus pick-up and route times being late. We ask that you avoid calling the school, as phone lines are needed for emergency use. Please call the Transportation office at 541-447-7789.

## **FIELD TRIPS**

Board policy [IICA - Field Trips and Special Events](#)

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

## **FLAG SALUTE**

Students shall receive instruction in respect for the national flag and will be provided an opportunity to salute the United States flag at least once a week during the school year by reciting *The Pledge of Allegiance*.

Individual students who do not participate in the salute must maintain a respectful silence during the salute.

## **GANGS**

Board policy [JFCM - Threats of Violence](#)

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is a group of two or more persons whose purpose is to commit illegal acts or whose activities can cause a substantial disruption with school or school activities. A gang is also defined as any group that identifies itself with a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity. The question of items related with gangs or subversive groups will be identified by school administrators in conjunction with local law enforcement agencies and communicated to parents and students in the school newsletters and in announcements.

In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act of violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

## **GUM**

**Gum is not to be brought to school.**

## **INSURANCE**

Board policy [IICA - Field Trips and Special Events](#)

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is



desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have either:

1. Purchased the student accident insurance;
2. Shown proof of insurance;
3. Signed a form rejecting the insurance offer.

**Pamphlets are available at the school office if you wish to purchase insurance to cover your student.**

## **STUDENT SEARCHES**

Board policies [JFG - Student Searches](#) , [KN - Relations with Law Enforcement Agencies](#)

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 policies, administrative regulations or school rules are present in a particular place.

Searches will not be excessively intrusive in light of the age, gender, or 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. Items found which are evidence of a violation of law, policy, regulation or school rule may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate.

**Please see STUDENT SEARCHES & QUESTIONING in the General Policies section for more information.**

## **LOST AND FOUND**

Board Policy [JN - Student Fees, Fines and Charges](#)

Any articles found in the school or on district grounds should be turned in to the front office. Unclaimed articles will be donated or disposed of at the end of each trimester.

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

The district will not be responsible for the loss of, or damage to, personal property.

## **MEDICAL**

### **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 the exclusion. A hearing will be afforded upon request.

## **Emergency Medical Treatment**

Board policy [EBBA - First Aid](#)

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.

## **Hearing Screenings Communication Concerns**

Board policy [JHC – Student Health Services and Requirements](#)

Hearing and communication screenings will be performed by the school district speech department for all Kindergarten through 3<sup>rd</sup> grade students at the beginning of each school year.

## **INFECTION/DISEASE INSTRUCTION**

Board policies [EBBAA - Infection Control and Bloodborne Pathogens](#) , [JHCC – Communicable Diseases – Students](#)

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

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

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

Students or parents with questions about the district's AIDS, HIV, HBV, and HCV health education program should contact Carrie Lowenbach (Teaching and Learning – 541-447-3030).

## **HIV, HBV, AIDS**

A student infected with HIV, HBV, or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV, or AIDS condition diagnosis to the district.

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

Individuals with questions regarding these requirements of law or district procedures should contact the school nurse.

## **Medicine at School**

Board policy [JHCD/JHCDA – Medications](#)

Students may be permitted to take prescription or non-prescription medication, and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations, and the following:

### **District-Administered Medication**

Requests for the district to administer medication shall be made by the parent in writing and shall include permission from the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.

Written instructions of the physician/prescriber 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, method of administration, frequency of administration and any special instructions, and the signature of the prescriber. A prescription prepared by a pharmacist at the direction of a prescriber meets the requirements for written instructions from the prescriber if the information above is included (excluding the signature).

Written instructions, with permission of the parent, which includes the information above are required for all requests to administer non-prescription medication.

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

A request to the district to administer non-prescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

In situations when a licensed health care professional is not immediately available, designated trained staff may administer epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

A process shall be established by which, upon parent written request, a backup prescribed auto-injectable epinephrine pen be kept at a reasonable, secured location in the student's classroom.

### **Premeasured Doses of Epinephrine**

A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises, who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

## **Self-Medication**

Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640, or 109.675; and
2. Permission from a building administrator and either a prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the student's response to the medication.

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

A request to allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

## **MEDIA ACCESS TO STUDENTS**

Board policies JOD - Media Access to Students(consider adopting),

[JO/IGBAB – Education Records/Records of Students with Disabilities](#)

[JOA – Directory Information](#)

[JOB – Personally Identifiable Information](#)

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 and provide written notification of such to the BBE office.

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.

## **PARENT STUDENT COMMUNICATIONS**

To minimize disruptions of the learning environment, our school policy asks parents to communicate important information with students before arrival at school. Emergency messages will be delivered to the students from the office staff. Messages for students need to be known to the school office **before 1:45**. Students will be allowed to use office phones to call home if they become ill or in specific circumstances when a staff member finds it necessary.

## **PLACEMENT IN CLASSROOMS**

Board policy [JECD - Assignment of Students to Classes](#)

Placing students each year for the next grade level is done with tremendous effort to construct balanced classes. There are many professional factors used to arrive at final room placement. Parent input for student placement is taken into consideration and included as part of the process. The Principal will make the final determination for student assignment to each room.

Please see Assignment of Students to Classes in the General Policies section for more information.

## **PROGRAM EXEMPTIONS**

Board policy [IGBHD - Program Exemptions](#)

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

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

All such requests should be directed to the principal by the parent in writing and include the reason for the request and a proposed alternative.

## **PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS**

Board policies [IKE - Promotion and Retention of Students](#) , [JECDA - Transcript Evaluation](#)

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.

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.

Students will normally progress annually from grade to grade. Rare exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification, explanation to the student's parents, and with parental agreement. Parental decision will be final, but when the parents' decision is not in agreement with the school's recommendation, parents must sign a form to be placed in the student's file.

## **QUESTIONING OF STUDENTS**

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. Law enforcement is responsible to notify parents.

Parents are advised that in suspected child abuse cases, the Department of Human Services and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

**Please refer to STUDENT SEARCHES AND QUESTIONING in the General Policies section for more information.**

## **RELEASE OF STUDENTS FROM SCHOOL**

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

Students may be excused from school for religious instruction, not to exceed five hours for grades 9 through 12 in any school week.

## **SECURITY – VIDEO SURVEILLANCE AT SCHOOL**

Board policy [ECAC - Video Surveillance](#)

In the interest of maintaining and improving a safe environment for students and district staff at Barnes Butte Elementary School, video cameras may be used to monitor student behavior. Video recordings showing violations of district conduct rules shall be subject to disciplinary action in accordance with established policy and regulations governing student conduct and discipline.

A video recording may become a part of a student's educational record.

## **STUDENT/PARENT COMPLAINTS**

### **Public Complaints**

Board policies [AC - Nondiscrimination](#) , [JB - Equal Educational Opportunity](#) , [KL – Public 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 following the conference with the teacher.

**Please see STUDENT/PARENT COMPLAINTS section in the General Policies section for more information.**

## **STUDENT EDUCATION RECORDS**

Board policies [EHA – Health Insurance Portability and Accountability Act](#) , [JO/IGBAB - Education Records/Records of Students with Disabilities](#) , [JOA - Directory Information](#) , [JOB - Personally Identifiable Information](#) , [JN - Student Fees, Fines and Charges](#)

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

for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

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

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

Permanent records are maintained in minimum one-hour fire-safe place in the BBE office.

Permanent records shall include:

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

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records provided. They are in the sole possession of the maker.

### **Directory Information**

Directory information is information contained in a student education record, which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. This information may be released to the public through appropriate procedures:

- Student's name;
- Date;
- Participation in officially recognized sports and activities;
- Weight and height of athletic team members;
- Dates of attendance;
- Degrees or awards received;
- Most recent previous school or program attended; and
- Photographs.

Directory information shall not include a student's address or telephone number.

### **Public Notice**

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory

information and the district's option to release such information. Such notice will be given prior to release of directory information.

### **Exclusions**

Exclusions from any or all directory categories named as directory information must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

### **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules. Records requested by another school district to determine the student's progress may not be withheld.

### **Requests for Education Records**

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

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

Board policy [JECAC/GBH - Staff/Student/Parent Relations](#)

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

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

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

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

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the parent;
  - c. A disinterested, qualified third party appointed by the superintendent.



4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

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

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

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

### **Title 1-A**

Barnes Butte Elementary is a School-Wide Title site. We are committed to school wide programs, reviewing our parent involvement plan each year, coordinating parent involvement activities, and conducting parent/teacher conferences. Progress reports and communication will be regularly available and our staff is Highly Qualified according to state and federal guidelines. There will be an annual survey to examine our effectiveness with opportunities for parent participation. Title 1-A funds will be used to support parent involvement and communication.

### **TOYS**

Toys are not allowed at school, including electronic toys, unless for show and tell that has been arranged ahead of time with the teacher. Toys should be kept in a backpack. This includes balls and sports equipment. The school will not be responsible for any lost or damaged items. Items brought to school may be confiscated and kept in the office until the end of the school day or until parents pick them up.

# **GENERAL POLICIES**

## **ACADEMIC INTEGRITY**

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

Cheating will not be tolerated. Any student caught cheating will receive a grade of zero on the assignment or exam and will be asked to make up the assignment under teacher discretion. Cheating includes all acts of academic dishonesty such as supplying or receiving information during a test, copying tests or homework, allowing others to copy your work, obtaining test answers or questions beforehand, using unauthorized materials during a test, using a project or paper in a second class without teacher permission, or using the ideas or writing of another as your own (plagiarism).

## **ADMISSION**

Board policies [JEC – Admissions](#) , [JECA - Admission of Resident Students](#), [JECA - Admission of Part-Time Private School Students](#) , [JECB - Admission of Nonresident Students](#)

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

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

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

Alternative education services may be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

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

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act or Individuals with Disabilities Education Act (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at

least 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

## **ALTERNATIVE EDUCATION PROGRAMS**

Board policies [IGBHA - Alternative Education Programs](#) , [IGBHB - Establishment of Alternative Education Programs](#)

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

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

### **In-District Alternative Education Programs**

1. Tutorial instruction;
2. Instructional activities provided by other accredited institutions
3. CCSD Online School;
4. Grizzly Mountain HomeLink;
5. Others as approved by the district.

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

### **Non-district Alternative Education Programs**

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

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

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

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

## ALTERNATIVE EDUCATION PROGRAMS – ESTABLISHMENT

Board policy [IGBHB - Establishment of Alternative Education Programs](#)

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

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

Proposals for alternative education programs shall include the following:

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

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

## NOTIFICATION OF ALTERNATIVE EDUCATION

Board policy [IGBHC – Notification of Alternative Education](#)

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

1. When two or more severe disciplinary problems occur within a three-year period. Severe disciplinary problems will be defined in the Student Code of Conduct;
2. When attendance is so erratic the student is not benefitting from the educational program. “Erratic attendance” means the student is frequently absent to the degree that the student is not benefiting from the education program as determined by the district;
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student’s parent or emancipated student applies for exemption from attendance on a semi-annual basis.

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

Notification shall include:

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

## **ANIMAL DISSECTION**

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on an 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.

## **ANIMALS IN THE SCHOOLS**

Board policy [ING – Animals in District Facilities](#)

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability or animals approved by the superintendent or designee that are part of an approved district curriculum or co-curricular activity are allowed in district facilities.

Companion and comfort animals are not considered service animals.

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

## **ASBESTOS**

Board policy [EB - Safety Program](#)

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

The management plan is available for public inspection in the district office.

The Director of Facilities serves as the district's asbestos program manager and may be reached for additional information.

## **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

A program of school assemblies is provided with three basic objectives in mind:

1. to provide students with the opportunity to benefit educationally from programs which are informative or aesthetically worthwhile;
2. to provide an opportunity to recognize special contributions or accomplishments of members of our student body or staff;
3. to develop school spirit and unity.

Students are expected to attend assemblies unless excused by an administrator or counselor. Any student so excused will be expected to report to a supervised area designated by the assistant principal and remain there during the assembly program.

### **Assembly Behavior**

1. Be courteous to fellow classmates, teachers and guests.
2. Stop talking the moment someone appears at the microphone.
3. Talking, whispering or disruption of any kind will not be tolerated.

4. Booing, whistling and shouting are not appropriate.
5. Remain seated until dismissed.
6. Show appropriate appreciation to the assembly presenters.

During any assembly, good manners and common courtesy are expected. Students are expected to give all adult and peer presenters their respect.

## **ASSESSMENT PROGRAM**

Board policy [IL – Assessment Program](#)

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

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

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

## **ASSIGNMENT OF STUDENTS TO CLASSES**

Board policy [JECB - Assignment of Students to Classes](#)

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the building principal or our head secretary prior to June 1 of the school year in question, or no later than six weeks prior to a trimester break during a school year. Requests to change a student’s assigned class at other times must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

## **ASSIGNMENT OF STUDENTS TO SCHOOLS**

Board policies [JECBD - Homeless Students](#), [JECB - Assignment of Students to Schools](#)

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

A district may allow transfers based on established district criteria.

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

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

### **ATHLETICS/ACTIVITIES**

Board policies [IGD – Athletic Participation](#) , [DFE – Activity and Athletic Participation Fees](#)

The administration and staff of Barnes Butte Elementary School are committed to the value of student participation in school activities. Research has shown that students who have some involvement in activities make more satisfactory adjustments to school overall. Thus, the instructional and activity programs complement one another. *The ideal activity program would be one in which each member of the student body becomes involved, and through that involvement, develops a greater sense of belonging to the school.*

### **CLUBS AND ORGANIZATIONS**

Board policies [IGD - Cocurricular/ Extracurricular Activities](#)  
[IGDK - Non-School-Sponsored Student and Athletic Tours/Trips/ Competitions](#)

A strong, healthy program of clubs and other school-related organizations is one that represents the common interest of a group of students and a staff member willing to serve as an advisor. There will be an opportunity for interested students to sign up for club participation.

Co-curricular / extracurricular activities will be organized, supervised activities conducted under the auspices of the district. The activities will primarily involve students in other than classroom situations. Students may receive credit under district curriculum guidelines.

Student clubs and performing groups such as the band, choir, dance, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a rule 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. Students may forfeit office, honors and activities for violations of conduct. Students/parents may be required to sign an acknowledgement of stricter standards of behavior as a condition of participation in clubs and organizations, as needed.

#### **Conduct**

1. Students must dress and appear as stipulated by advisor, in accordance with Board policy and state law;
2. Student must abide by expectations distributed by advisor, in accordance with Board policy and state law.

### **COMPUTER, NETWORK AND INTERNET RESPONSIBLE USE**

Board policy [IIBGA - Electronic Communications System](#)

Students may be permitted to use the district’s system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district’s mission or goals.

## **Overview**

Crook County School District provides its students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community. Some of the tools include Google Apps for Education (for more information on Google Apps, please visit [bit.ly/CCSGAFE](http://bit.ly/CCSGAFE)), learning management systems, and other online resources. With the privilege of access comes the responsibility to exercise personal responsibility in the use of these resources. School district policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. Crook County School District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The school district maintains a system of Internet content filtering on district provided devices at school and at home.

**Students may be permitted to use the district’s electronic communications system for school and instructional related activities. Personal use of district computers including Internet and email access is prohibited and only permitted when consistent with board policy and administrative regulations. The district’s electronic communications system meets the following federal Children’s Internet Protection Act (CIPA) requirements:**

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

**The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district’s information system are the district’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district’s system are in compliance with Board policy, administrative regulations, and law, school administrators may routinely review user files and communications. Files and other information, including e-mail, sent, 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 will comply with district policies, including but not limited to, Board policy IIBGA - Electronic Communication System and its administrative regulations. 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 may be reported to law enforcement officials.

### **Digital Citizenship**

Crook County School District staff and students will use technology in meaningful, safe, and responsible ways while at school and at home.

Digital citizenship means:

1. Respect for one's self - users will nurture an appropriate and respectful online presence, and will purposefully consider information and images before and after posting online.
2. Respect for others - users will refrain from using technology to bully, tease, or harass other people.
3. Respect for Intellectual Property - users will suitably cite any and all use of websites, books, media, etc. while adhering to Fair Use practices.
4. Protect one's self and others - users will protect themselves and others by immediately reporting abuse and by not forwarding inappropriate materials or communications.
5. Protect personal data - users will not share personal log-ins and passwords and are urged to update passwords regularly. Users should not share personal information (name, address, phone number, etc.) in online forums or other electronic communications. Users will not share information belonging to other users.

### **Expectations**

Responsible use of CCSD technology resources is to be ethical, respectful, academically honest, and supportive of the district's mission. Each user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communication (including electronic mail) to ensure that users are using the system in accordance with school district policy. Users should not expect that files stored on district servers, within Google Drive, or on hard disks will be private. Users also should understand that school servers regularly record Internet activity in log files that are available to the public under RSA 91-A; Access to Public Records and Meetings.

### ***Some activities are expressly prohibited by law.***

Users must abide by the generally accepted rules of network etiquette while at school and at home. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

1. Use of electronic devices should be consistent with Crook County School District's educational objectives, mission and curriculum.
2. Transmission of any material in violation of local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
3. Intentional or unintentional use of networked resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
4. Software and/or services may not be installed or downloaded on school devices without prior approval of the school's administration.
5. Use of computer resources for commercial activities, product advertisement, or religious or political lobbying is prohibited.

6. Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, use accounts, hardware and/or unauthorized costs incurred.
7. Files stored on district-managed networks, Google Apps for Education accounts, or on district-assigned devices may be inspected at any time and should not be considered private.
8. Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

### **Policy Violations**

Crook County School District reserves the right to deny or limit access to technology and/or Internet to anyone. Violating any portion of this policy may result in disciplinary action, including a temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The school district may cooperate with law enforcement officers in investigations related illegal activities conducted through its network.

## **COUNSELING**

Board policy [IJ - School Counseling Program](#)

### **Academic Counseling**

Students and parents are encouraged to talk with district counselors, teachers, and building administrators to learn about the curriculum, course offerings, activities and graduation requirements. The BBE counselor will be available for conferencing by calling to set up an appointment with them.

### **Personal Counseling**

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol, or tobacco dependency. The counselor may also make available information about community resources to address personal concerns. There are also Young Men's and Young Women's groups available to students. Call the BBE office to set up an appointment with a counselor or administrator.

Consistent with individual rights and the counselor's obligations as a professional, the counseling relationship and resulting information may be protected as privileged communications by Oregon law.

## **DAMAGE TO DISTRICT PROPERTY**

Board policy [JN – Student Fees, Fines and Charges](#)

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

## **DISTRIBUTION OF MATERIAL**

Board Policies [KJA - Materials Distribution](#), [KI - Public Solicitation in District Facilities](#)

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 the press and freedom of speech 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 non-student without the approval of the administration.

Materials not under the editorial control of the district may be subject to administrative review, restriction or prohibition, 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.

All requests for materials distribution require approval of the administration.

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

If materials are not approved within 48 hours of the time that it was submitted, it must be considered denied.

A denial may be appealed by submitting the denied materials to the superintendent; material not approved by the superintendent within three days is considered not approved. A decision reached by the superintendent 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.

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

Board policy [IGAEB - Drug, Alcohol and Tobacco Prevention, Health Education](#)

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

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 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.

## **ELECTRONIC DEVICES AND SOCIAL MEDIA**

Board policy [JFCEB - Personal Electronic Devices and Social Media](#)

Electronic books may be brought to school for reading during class time when approved by a student's teacher. Phoning and texting are not allowed. Gaming and network use are not permitted. The school is not responsible for lost, damaged or stolen items. Cell phones are not to be used during the school day.

Students may possess personal electronic devices in district facilities during the school day.

Students permitted to possess a personal electronic device are prohibited from having the device on active mode during class time. Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities.

The district will not be liable for personal electronic devices brought to district property. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities.

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

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

Personal electronic devices shall not be used in restrooms or locker rooms.

Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative.

The district will not be responsible for the loss of, or damage to, personal property.

## **EMERGENCY DRILLS – FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS**

Board policy [EBCB - Emergency Drills and Instruction](#)

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, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

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.

## **EXTRACURRICULAR ACTIVITIES**

Board policy [IGD - Cocurricular/ 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.

## **FEEES, FINES AND CHARGES**

Board policies [JN - Student Fees, Fines and Charges](#)

[JO/IGBAB - Education Records/Records of Students with Disabilities](#)

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

1. Club dues;
2. Security deposits
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned equipment;
7. Lock replacement fee;
8. Instrument rental
9. Student identification cards;
10. Fees for damaged library books and school-owned equipment;
11. Field trips considered optional to the district's regular school program;

12. Admission fees for certain extracurricular activities;
13. Participation fees.

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

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of amount owed. Fees, fine 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 owed 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.

## **FUNDRAISING**

Board policies [IGDG - Student Activity Funds](#) , [IGDF - Student Fund-Raising Activities](#)

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 at least 10 days before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The Principal/Activities Director is responsible for administering student activity funds. They serve as the student government representatives in administration of student activity funds.

## **GRADE REDUCTION/CREDIT DENIAL**

Board policy [IKAD - Grade Reduction/Credit Denial](#)

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

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

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

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

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

Board policy [JFCF – Hazing, Harassment, Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating Violence or Domestic Violence – Student](#)

Hazing, harassment, intimidation, menacing, cyberbullying or bullying, or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of Board policy JFCF will be subject to discipline up to and including expulsion. 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 the Teacher Standards and Practices Commission.

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

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

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
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.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age;

“Domestic violence” means abuse by one or more of the following acts between family and household members:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

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

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

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

The principal will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and act of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the 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.

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

The district shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356).



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

Step 1 Any reports or information on acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the principal. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be 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 3 If the person making the report is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the superintendent. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the complainant's appeal within 10 working days.

Step 4 If the person making the report with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

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 or bullying, menacing, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office.

## **HOMELESS STUDENTS**

Board policy [JECBD - 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 of admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a

district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. 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 a 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, in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Malea Horn, 541- 416-4150 or Carrie Lowenbach at the district office, 541-447-3030.

## **HOMEWORK POLICY**

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

## **HUMAN SEXUALITY, AIDS/HIV AND SEXUALLY TRANSMITTED DISEASE INSTRUCTION**

Board policy [IGAI - Human Sexuality, AIDS/HIV and Sexually Transmitted Diseases, Health Education](#)

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

## **INTERNET ACCESS OF STUDENT RECORDS**

Parents and students have Internet access to some student records here at Barnes Butte Elementary School. The following items are now available:

### **1) Attendance 2) Grades 3) Student Schedule**

To access your student's records please go to: [www.crookcountyschool.org](http://www.crookcountyschool.org)

1. Choose "ParentVUE"
2. Enter login and password information

You may obtain parent login and/or access code information from the front office at (541) xxx-xxxx. We are excited about the ability to improve communication with our parents and students. For any questions regarding access to your student's records through the Crook County School District website, please contact the BBE office at (541) xxx-xxxx

## **LOCAL WELLNESS**

Board Policy [EFA – Local Wellness Program](#)

Students may be encouraged or required to participate in physical activity or to receive instruction on nutrition or maintaining healthy lifestyles.

## **LUNCH/BREAKFAST PROGRAM**

Board policy [EFAA - District Nutrition and Food Services](#)

The district participates in the National School Lunch, School Breakfast, 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.

## **Online Learning:**

The district may grant credit for approved online courses. Students may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

## **PARENTAL INVOLVEMENT**

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

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 BBE newsletter published monthly, conferences, and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the main office;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

## **PARENTAL RIGHTS**

Board policy [KAB - 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.

## **POSTERS**

Board policy [KJA - Materials Distribution](#)

Signs, banners or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

## **REPORTS TO STUDENT AND PARENTS**

Board policy [IK - Academic Achievement](#) , [IKA - Grading and Reporting System](#)

Written reports of student grades shall be issued to parents every trimester informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. Letter grades will be used. Grades will be based on many factors including assignments, both oral and written, class participation, special assignments, research activities, and other identified criteria.

## **SPECIAL PROGRAMS**

### **Bilingual Students (English Language Learners)**

Board policy [IGBI - Bilingual Education](#)

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

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 the program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and ~~graduating~~ 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.

### **Students with Disabilities**

Board policy [IGBA – Students with Disabilities](#)

The school provides programs and services for student with disabilities. A student or parent with questions should contact the Special Education Director, Jihan Nelson, 541-447-5664.

The district implements an ongoing system to locate, identify and evaluate all children birth to age 21 residing within its jurisdiction who have disabilities and need special education services.

The district identifies all children with disabilities, regardless of the severity of their disabilities, including those who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the state;
3. Suspected of having a disability even though they are advancing from grade to grade;
4. Home schooled;
5. Attending a district charter school;
6. Above the age of compulsory school attendance who have not graduated from high school with a regular diploma and have not completed the school year in which they reach their 21st birthday.

### **TITLE I SERVICES**

Board policy [IGBC – Title IA/Parental Involvement](#)

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organization, 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 the principal 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.

## **STUDENT/PARENT COMPLAINTS**

### **Public Complaints**

Board policies [AC - Nondiscrimination](#) , [JB - Equal Educational Opportunity](#) , [KL – Public 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 following the conference with the teacher.

Complaints, questions and concerns about issues and events over which the district has control shall be processed thoroughly and in a timely manner.

Certain categories of complaints must be processed under other district policies and administrative regulations as a result of federal or state law and/or confidentiality issues. They include:

1. Complaints alleging discrimination based upon a complainant's protected class status are processed under administrative regulation AC-AR (Discrimination Complaint Procedure).
2. Complaints alleging sexual harassment of district students are processed under administrative regulation JBA/GBN-AR (Sexual Harassment Complaint Procedure).
3. Complaints alleging sexual harassment of district staff are processed under administrative regulation GBN/JBA-AR (Sexual Harassment Complaint Procedure).
4. Complaints alleging hazing, harassment, intimidation, menacing, bullying, cyberbullying, teen dating violence or domestic violence of a student are processed under administrative regulation JFCF-AR.
5. Complaints alleging hazing, harassment, intimidation, bullying or menacing of staff are processed under administrative regulation GBNA-AR (Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedure – Staff).
6. Complaints about special education or Section 504 of the Rehabilitative Services Act are handled through the dispute resolution procedures established by the U.S. Department of Education and/or the Oregon Department of Education.
7. Complaints about the district's response to public records request should be directed to the Crook County District Attorney in accordance with Oregon Revised Statute (ORS) 192.415(1)(a).
8. Complaints about the district's adoption of instructional materials are processed under administrative regulation IIA-AR (Instructional Materials Selection).

The district will process all other complaints using the following procedures: (KL – Public Complaints)

**Step One: Informal Resolution**

When practical, the complainant shall attempt to informally resolve their complaint with the district employee most directly involved in the matter resulting in the complaint. All communications shall be polite and respectful.

**Step Two: Formal Complaint**

If a complaint is not resolved informally at Step One, the complainant may submit a written complaint to the employee’s immediate supervisor or to the building principal, as appropriate, within ten school days from the last attempted informal resolution under Step One. The written complaint should include specific details describing the incident, act or condition giving rise to the complaint, informal efforts to resolve the complaint under Step One, and the requested remedy. The supervisor or building principal shall in a timely manner investigate, decide upon the merits of the complaint, and determine the appropriate action to be taken, if any. To the extent allowed by state and federal confidentiality laws, the supervisor or building principal shall provide complainant with a timely written response. The written response may be provided by email.

**Step Three: Appeal to Superintendent**

If a complainant is unsatisfied with the response at Step Two, he or she may appeal the response to the superintendent in writing within ten school days of receiving the response. The superintendent or designee shall in a timely manner review the appeal and the investigation conducted under Step Two. At his or her discretion, the superintendent or designee may conduct, or cause to be conducted, further investigation into the complaint. The superintendent or designee shall make a decision on the merits, and to the extent allowed by state and federal confidentiality laws, provide complainant with a timely written response. The written response may be provided by email.

**Step Four: Appeal to School Board**

If a complainant is unsatisfied with the response at Step Three, they may appeal to the Board in writing within ten school days of receiving the Step Three response. At its next regularly scheduled meeting, the Board shall review the record of the complaint from prior steps to determine whether it warrants further consideration, and if so, how it will proceed. The Board may use executive session if the subject matter qualifies under Oregon law. In its discretion, the Board may conduct or cause to be conducted further investigation, request further written submissions from the complainant and/or other individuals involved, or conduct a hearing.

The Board shall notify the complainant in writing in a timely manner as to whether it will undertake further consideration and if so, the process it will follow to do so. Should the Board decide to proceed with a hearing, the notice to the complainant will describe the time, date, location and format of the hearing. The Board’s decision not to undertake further consideration shall be considered a final decision of the district for purposes of an appeal to the Oregon Department of Education under OAR 581-021-0570 and Oregon Administrative Rule (OAR) 581-022-2370.

Should the Board decide to undertake further consideration of the complaint, at the conclusion of its consideration process and to the extent allowed by state and federal confidentiality laws, it shall provide complainant with a timely written response. The written response may be provided by email.

Notwithstanding the steps described above, complaints about a program supervisor (i.e., director of student services) or building principal may be initiated at the superintendent's level, and a complaint about the superintendent may be initiated at the Board level.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, in open session during the next regularly scheduled meeting, what action, if any, is warranted.

Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board at the next board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, in open session during the next regularly scheduled meeting, what action, if any, is warranted.

In the event a complainant has asserted multiple complaints against the district, the complaints may be consolidated and addressed together under Steps Two, Three and/or Four.

The district shall endeavor to complete each of its required responses under Steps Two, Three and Four within 30 days. Should more time be required under any of these steps, the complainant will be notified and provided with an estimated time for the district's response under the applicable step. Any extensions will be mutually agreed to in writing. The district shall endeavor to complete all steps under this administrative regulation within 90 days.

The district shall have no obligation to consider complaints asserted:

1. Two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, this time limitation runs from the date of the most recent incident;
2. One year after the affected student has graduated from, moved away from, or otherwise left the district.

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

In accordance with OAR 581-022-2370, a complainant may appeal directly to the Deputy Superintendent of Public Instruction for complaints alleging:

1. A violation of ORS 339.285 to 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion);
2. A violation of ORS 659.850 or OAR 581-021-0045 (Discrimination)
3. A violation of OAR 581-021-0046 (Program Compliance Standards for Purposes Related to Discrimination)
4. A violation of OAR 581-021-0047 (Prohibition against Using Native American Mascots)
5. A violation of ORS 659.852 (Retaliation)
6. A violation of Oregon Administrative Rules, Chapter 581, Division 022 (Division 22 Standards)

### **Bias Incident Complaints**

Board policy [ACB - Every Student Belongs](#)



All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

“Symbol of hate” could include nooses, symbols of neo-Nazi ideology or the battle flag of the Confederacy, or any other symbols identified by administrator discretion.

The district prohibits the use or display of any symbols of hate on school property, or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.

### **Discrimination Complaints**

Board policy [AC - Nondiscrimination](#)

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

The district’s final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

### **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, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint within 90 days of the initial filing of 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**

Board policy [IIA - Instructional Resources/Instructional](#)

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 Re-evaluation 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.

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

Board policy [JECBD - Homeless Students](#)

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. A final appeal may be made to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for student in homeless situations: Malea Horn, 541- 416-4150.

### **Students with Disabilities Complaints**

Board policies [ACA - Americans with Disabilities Act](#) , [IGBAG - Special Education - Procedural Safeguards](#)

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, Jihan Nelson, 541-416-9976.

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

Board policy [JBA/GBN - Sexual Harassment](#)

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

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

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or create 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 position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

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

Step 1 The district official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy GBN/JBA - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within 30 days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 2 If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal within 5 working days of receipt of the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent or designee in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's or designee's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal. If the Board chooses not to hear the complaint, the superintendent's or designee's decision in Step 2 is final.

The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

Complaints against the principal may start at Step 2 and may be filed with the superintendent or designee. The superintendent or designee will cause the required notices to be provided. The superintendent or designee will investigate the complaint and will notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may appeal to the Board in Step 3.

Complaints against the superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 30 days, in open session what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 30 days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, compliance officer or superintendent.

The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures, such as JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

**Suspected Sexual Conduct with Students by District Employees, Contractors, Agents, and Volunteers of the District**

Board Policy [JHFF/GBNAA –Suspected Sexual Conduct with Students and Reporting Requirements](#)

Sexual conduct by district employees, contractors , agents , and volunteers is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to Board policy JHFF/GBNAA – Suspected Sexual Conduct with Students and Reporting Requirements.

“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The district will post in each school building the name and contact information of the designated licensed administrator and alternate licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for the respective school buildings to receive sexual conduct reports, and the procedures the designee will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports is the building principal. In the event this person is the suspected perpetrator, the Director of Human Resources shall receive the report. When the designated licensed administrator takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools.

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

## **STUDENT RESTRAINT AND SECLUSION**

Board policy [JGAB – Use of Restraint or Seclusion](#)

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion

as an intervention with district students (see Board Policy JGAB – Use of Restraint or Seclusion and the accompanying administrative regulation).

If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
  - a. A description of the restraint or seclusion including:
    1. The date of the restraint or seclusion;
    2. The times the restraint or seclusion began and ended; and
    3. The location of the incident.
  - b. A description of the student’s activity that prompted the use of restraint or seclusion;
  - c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
  - d. The names of staff of the district who administered the restraint or seclusion;
  - e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
  - f. Timely notification of a debriefing meeting to be held and of the parent’s or guardian’s right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.
4. An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.
5. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.
6. A district Restraint and/or Seclusion Incident Report Form must be completed and copies provided to those attending the debriefing meeting for review and comment.
7. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.

8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.
9. If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, and to the union representative for the affected person, if applicable.
10. The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

## **STUDENT SEARCHES & QUESTIONING**

Board policies [JFG - Student Searches](#) , [KN - Relations with Law Enforcement Agencies](#)

### **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 based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, and maturity of the student and the nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

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. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, ~~tests~~, 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 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.

Use of drug-detection dogs and metal detectors or similar detection advices, may be used upon the express authorization of the superintendent.

Student vehicles may be parked on District property on the condition that the student and the parent(s) allows the vehicle and its contents, upon reasonable suspicion/risk of immediate serious harm, to be examined.

If a student or parent(s) refuses to allow access to a vehicle when requested under the circumstances described above, the student's privilege of bringing a vehicle onto District property will be terminated. Law enforcement officials will be notified.

Possession or use of unauthorized, illegal, unhealthy, or unsafe materials will result in discipline up to and including expulsion and notification of law enforcement officials.

### **Questioning of Students**

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

## **STUDENT SUICIDE PREVENTION**

The district shall develop a comprehensive student suicide prevention plan for students in kindergarten through grade 12. This plan can be found by clicking on the link below:

Board Policy [JHH–Student Suicide Prevention](#)

## **TALENTED AND GIFTED PROGRAM**

Board policies [IGBB – Talented and Gifted Program](#) and [IGBBA - Talented and Gifted Students Identification](#)

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

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

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 Smarter Balanced or other state-adopted assessments.

Identified students 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 as follows:

#### **Informal Process**

1. The parent(s) will contact the district TAG coordinator/teacher to request reconsideration;



2. The coordinator/teacher will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement or services will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

### **Formal Process**

1. Parent(s) shall submit a written request for reconsideration for the identification/placement to the program supervisor;
2. The program supervisor shall acknowledge in writing the receipt of the request within 5 working days and shall forward copies of the request and acknowledgement to the TAG coordinator/teacher.
3. The program supervisor, TAG coordinator/teacher and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to review school/district data and present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearing officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outline in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

### **Programs and Services**

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

### **Program and Services Complaints**

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

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

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

## **THREATS**

Board policies [JFCM - Threats of Violence](#) , [JFCF – Hazing, Harassment, Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating Violence or Domestic Violence – Student](#)

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

Students in violation of the district’s Board policy JFCM – Threats of Violence will be subject to discipline up to and including expulsion, under the Student Code of Conduct and may be subject to civil or criminal liability.

## **TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS**

Board policy [JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems](#)

Student possession, use, sale, or distribution, including smoking of any tobacco product or inhalant delivery system on or near district property or grounds is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited.

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco, also known as smokeless, dip, chew or snuff in any form. This does not include USFDA approved tobacco cessation products or other therapy products used for the purpose of cessation.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device, or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco cessation products or other therapy products marked and sold solely for the approved purpose.

## **TRANSFER OF STUDENTS**

Board policy [JECC - Assignment of Students to Schools](#)

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. The transfer must be to a safe school that has not been identified for improvement. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

## **TRANSPORTATION OF STUDENTS**

Board policy [EEACC - Student Conduct on School Buses](#)

Each year the district will include the following transportation rules in the student/parent handbook or issue a code of conduct to all students and parents accompanied by the following form to be acknowledgment of being read and understood.

The district will provide interpretation to those students/parents whose primary language is not English.

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.

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

1. Students will obey the driver at all times;
2. Students will not throw objects;
3. Students will not bring firearms, weapons, or other potentially hazardous materials on the bus\*;
4. Students will not fight, wrestle or scuffle\*;
5. Students will not stand up and/or move from seats while the bus is in motion\*;
6. Students will not extend hands, head, feet or objects from windows or doors\*;
7. Students will not possess matches or other incendiaries and concussion devices\*;
8. Students will use emergency exits only as directed by the driver\*;
9. Students will not damage school property or the personal property of others\*;
10. Students will not threaten or physically harm the driver or others riders\*;
11. Students will not engage in disruptive activity which might cause the driver to stop in order to reestablish order\*;
12. Students will not make disrespectful or obscene statements\*;
13. Students will not possess and/or use tobacco, alcohol or illegal drugs\*;
14. Students will not have gum, food or beverages except water in an approved container;
15. Students will not carry glass containers or other glass objects;
16. Students will not take skateboards or other large objects onto the bus which might pose safety risks or barriers to safe entry and exit from the bus;
17. Students will accept assigned seats;
18. Students will stay away from the bus when it is moving;
19. Students will be at the bus stop five minutes before the scheduled pick up time;
20. Students will not bring animals, except approved service animals, on the bus;
21. Students will answer to coaches, teachers and chaperones who are responsible for maintaining order on trips.
22. Students will have written permission to leave the bus other than for home or school;

\*These regulations, if broken, may be considered “severe” violations with severe consequences because of the threat to the safety of others.

\*\* Coaches, teachers and chaperones: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

#### **Disciplinary Procedures for Violations of Transportation Rules**

Board policies [EEACC - Student Conduct on School Buses](#), [JGDA - Discipline of Students with Disabilities](#)

## **Disciplinary Procedures for Violations**

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 written warning citation.
2. Second Citation: The student is suspended from the bus until a phone conference, arranged by the transportation manager, has been held with the student, the parent, the bus driver, the transportation manager and the principal or designee. The transportation supervisor will also email the building principal.
3. Third Citation of the Year: The student receives a 5-to-10-day suspension from District transportation services and will not be able to ride the bus until a conference, arranged by the transportation manager, has been held with the student, the parent, the bus driver, the transportation manager and the principal or designee. 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 transportation manager, involving the student, the bus driver, the transportation manager, the parent and the principal or designee.
5. In all instances, the appeal process may be used if the student and/or parent desires.
6. Reinstatement: A conference to discuss reinstatement shall be conducted under the following guidelines:
  - a. When deemed necessary, parent(s) and student shall be present at the conference;
  - b. The principal and Transportation Manager shall fully explain matters and permit the parties involved to fully explain their positions;
  - c. The principal and Transportation Manager shall make a decision which provides guidelines for the student to follow if, or when, transportation services are reinstated.

\*All citations must be signed by the parents, the transportation manager, the bus driver and the principal, or designee, 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 student with disabilities.

## **APPEAL PROCEDURE**

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used. If the student or parent wishes to complain about a school employee's decision, use policy KL - Public Complaints.

STEP I            The student or his/her representative will discuss the issue with the transportation supervisor and principal.

STEP II           If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal (or designee) and transportation supervisor. This is to be done within 10 school days of the act or condition which is the basis of the

complaint. The administration will, within three school days, arrange a student, parent, transportation supervisor, principal (or designee) conference with the goal of resolving the issue.

STEP III Within five school days, the principal (or designee) is to communicate, in writing, the decision to the student and the student's parents.

STEP IV If, after five school days from receipt of the administrator's reply, the issue still remains unresolved, the student may submit the matter in writing to the superintendent. The superintendent will meet with the student within three school days and will respond to the issue, in writing, within five school days after the appeal.

STEP V If the issue is still unresolved, the student may appeal to the Board. The Board will notify persons involved that a hearing will be held within 14 days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three school days following the hearing.

## **VISITORS**

Board policies [KK - Visitors to District Facilities](#) , [ECAC - Video Surveillance](#)

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.

1. Teachers' work must not be impeded by interruption of visitors or by unreasonable demands on their time.
2. Visitors must not contact individual students except as authorized by the principal and/or teachers.