



Gaston Elementary Student-Parent Handbook 2022-2023

Gaston School District Board of Directors

Christine Riley, Chairman
Clinton Nelson, Vice-Chair
TJ Johnson, Board Member
Karenga Ross, Board Member
Jeremy Morgan, Board Member

Summer Catino, Superintendent

Our Mission: **G**uiding **A**ll **S**tudent's **T**oward **O**pportunities **N**ecessary for success

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A Message from the Board of Directors

The Board of Education has the responsibility to see that a quality educational program is available to each student in our schools. Within the framework of Oregon law, courses and materials are developed, teachers and administrators are selected and rules and regulations are established to ensure a proper climate in which students may pursue their studies.

Sections of that law are cited here so that students and parents may know the basis for the rules that must be enforced by the Board. This responsibility is an obligation the board takes seriously. School personnel have been charged by the Board to carry out these rules in a fair, firm, and consistent manner to safeguard each student's rights to the finest education we can provide to hold distracting forces to a minimum and to eliminate behavior that disrupts the learning process. This will benefit the majority of students by allowing them to go to school relatively free from unnecessary interruption.

Parents, administrators, teachers, and others responsible for the welfare of students must cooperate to interpret and enforce our behavior code and attendance policy.

This publication contains the rights and responsibilities, legal basis, and rationale for which our policies are founded. Parents, it is important that you read and discuss this handbook as well as the code of conduct with your son or daughter.

We look forward to a good school year. We ask your cooperation to ensure that all students have a school environment that promotes the educational process.

In order to assist parents and students in the pursuit of quality education, Gaston School District has established Guidelines for Student Conduct. These guidelines are designed to create a pleasant and safe environment for all students in district schools.

Meetings:

Regular Board meetings are normally held the second Thursday, every month at 6:00 pm virtually or the Commons library. Board meetings are posted on the www.gastonk12.org web site.

Citizen Input:

Opportunities are provided at the start of each meeting, under "Hearing of Citizens," and at the close of each meeting, during "Audience Time," during which citizens may address issues, whether on the agenda or not. In addition, the Board may invite audience input during their deliberations but Board requests that input be limited to three minutes or less. Note: Personnel issues can only be discussed in private sessions with the superintendent or the Board.

Interpreters:

With 48-hour notice, the District will provide an interpreter for Spanish speaking patrons and an interpreter for hearing impaired patrons per ORS 192.680

Welcome to Gaston Elementary School!

Our school expectations, **Be Safe, Be Respectful, Be Responsible**, describe what we know about cultivating student success. When parents, families, students, school staff, and community patrons all work together, students benefit. You are important to us. We hope that you, our students and parents, will be engaged learners and participants in our school community.

This handbook contains important information about our school. Read these pages carefully; and parents, please discuss the contents with your child. We, the staff, are proud of the positive, student-centered climate at Gaston Elementary. As you know from life at home, having clear, consistent expectations contributes to a stable, positive environment. To strengthen the home-school connection, we will also review this material with your child.

We are a *Positive Behavior Supports (PBIS)* school. We believe that by helping students practice good behavior, we will continue to build a positive school community that's safe, healthy, and caring. Within this environment, Gaston Elementary students will have maximum opportunities to achieve high standards, both academically and behaviorally.

Best regards for an exceptional year together!

Laura Christensen
Principal, Gaston Elementary



Gaston Elementary Staff

| | | |
|------------------------|--|-----------------------------|
| Linda Beauchaine | beauchainel@gastonk12.org | Preschool Teacher |
| Ashley Bordes | bordesa@gastonk12.org | 5th Grade Teacher |
| Melissa Carmichael | carmichaelm@gastonk12.org | 3rd Grade Teacher |
| Laura Christensen | christensenl@gastonk12.org | Principal |
| Brian DeWolf | dewolfb@gastonk12.org | TOSA |
| Michelle Doner | donerm@gastonk12.org | Instructional Assistant |
| Emily Gaines | gainese@gastonk12.org | Kindergarten Teacher |
| James Gesicki | gesickij@gastonk12.org | Psychologist /SpEd Director |
| Carrie Hacker | hackerc@gastonk12.org | Physical Education |
| Sonya Haworth | haworths@gastonk12.org | Instructional Assistant |
| Lori Hedger | hedgerl@gastonk12.org | Instructional Assistant |
| Thea Hiersche | hierschet@gastonk12.org | 6th Grade/TAG Coord. |
| Ashley Hoodenpyl | hoodenpyla@gastonk12.org | Instructional Assistant |
| Kellie Kizer | Kizerk@gastonk12.org | 2nd Grade Teacher |
| Tina LaCasse | lacasset@gastonk12.org | 4th Grade Teacher |
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| Ashley Lowery | lowerya@gastonk12.org | Instructional Assistant |
| Dixie Shaw | shawd@gastonk12.org | Technology Teacher |
| Jennifer Mortensen | mortensenj@gastonk12.org | Instructional Assistant |
| Colleen Paola | burgec@gastonk12.org | Librarian/ELL Teacher |
| Julia Peterson | petersonj@gastonk12.org | 2nd Grade Teacher |
| Samanth Phillips | phillipss@gastonk12.org | 3rd Grade Teacher |
| Allison Ruiz | ruiza@gastonk12.org | 6th Grade Teacher |
| Jill Seibel | seibelj@gastonk12.org | Instructional Assistant |
| Becca Sheets | sheetsb@gastonk12.org | Secretary |
| Janice Stewart | stewartj@gastonk12.org | 4th Grade Teacher |
| Holly Sutherland-Finch | sutherland-finchh@gastonk12.org | Special Education |
| Kelly Thompson | thompsonk@gastonk12.org | Lead Secretary |
| Janelle Vance | vancej@gastonk12.org | 1st Grade Teacher |
| Ashley Vuylstek | vuylsteka@gastonk12.org | Speech |
| Rachel Waldron | waldronr@gastonk12.org | 1st Grade Teacher |
| Cathleen Westcott | westcottc@gastonk12.org | Kindergarten Teacher |
| Karissa Worst | worstk@gastonk12.org | School Counselor |



GASTON SCHOOL DISTRICT 2022-2023 SCHOOL CALENDAR

| July 2022 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| August 2022 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| September 2022 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

8/18 - Registration Day (Gr 7-12)
8/29 - 8/31 - All Staff Inservice

9/1 - All Staff Inservice + District Wide Open House
9/6 - First Day of School (Gr 1-12)
9/12 - First day Kinder
9/19 - First day PK

| October 2022 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

10/13 - Students Dismiss at Noon, Parent Conferences 1-7PM
10/14 - No Students, Conferences / Staff Inservice

| November 2022 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

11/10 - End of QTR 1
11/11 - Veterans Day
11/14 - Grading Day / No students
11/23 - 11/24 - Thanksgiving Break

| December 2022 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

12/19-12/30 - Winter Break

| January 2023 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

1/2 - New Year's Day (observed)
1/16 - MLK Jr. Day

| February 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

2/1 - End of QTR 2
2/2 - Staff Inservice / No Students
2/3 - Grading Day / No Students
2/20 - Presidents' Day

| March 2023 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

3/8 - Students Dismiss at Noon, Parent Conferences 1pm - 7pm
3/10 - No Students, Conferences / Staff Inservice
3/27 - 3/31 - Spring Break

| April 2023 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

4/13 - End of QTR 3
4/14 - Grading Day - No Students

| May 2023 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

5/29 - Memorial Day

| June 2023 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

6/14 - Last day (PK-11) End QTR 4
6/15-16 Grade / Plan Day (IA's present)
6/19 - Juneteenth
* 6/20 - 6/23 - Snow Make-Up Days (if needed)

Total Teacher Days 191

Total Student Days 173

ERD = Early Release Day (2pm)

Regular Work Day

HD = Paid Holiday (5)

TI = Teacher In-Service (8)

Conference Day (4 half days)

GD = Grading Day (4)

NC = No School / Non-Contract Day

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 it is not¹⁵ 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 the district office. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time. Notification may be provided when appropriate.

Non-Discrimination Policy

The Gaston Board of Education and School District prohibits discrimination and harassment on any basis protected by law including but not limited to an individual perceived or actual race¹, 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 educational 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 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 Generic Information of Nondiscrimination Act.

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

Summer Catino- scatino@gastonk12.org

300 Park St Gaston, Oregon 97119.

For a complaint form please see Board Policy KL-AR.

Parental Acknowledgement of Student Conduct Code

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies.

Parents objecting to the release of directory information on their students must notify the district office within 15 days of receipt of the student handbook.

¹ 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 tpe, and protective hairstyles as defined by ORS 695A.001 (as amended by House Bill 2935 (2021)).

Admissions

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 regulations, may 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 law and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

Alternative education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons law and who subsequently becomes a resident of the district. (see Board policy JECA- Admission of Resident students and JECB- Admission of Nonresident Students)

Residence Requirements

The district may enroll nonresident students as follows:

1. Inter-district Transfer Agreement. By written consent of the affected school boards. The student becomes a “resident pupil” of the attending district thereby allowing the attending district to receive State School Fund money;
2. Tuition Paying Student. By admitting a nonresident student with tuition, whereby neither affected district is eligible for State School Fund money;
3. Court Placement. If a juvenile court determines it is in the student’s best interest, a student placed in a substitute care program outside the district will continue to be considered a resident student and allowed to attend the school the student attended prior to placement. The public agency placing the student in a substitute care program will be responsible for the transportation of the student if public agency funds are available.

The Board shall deny regular school admission to nonresident students who are under expulsion from another district for a weapons policy violation. The Board may based on district criteria, deny regular school or alternative education program admission to nonresident students who are under expulsion from another district for reasons other than a weapons policy violation.

Admission of a Nonresident Student by Interdistrict Transfer or Consent for Admission of a Tuition Paying Student

Annually, the Board shall establish the number of student transfer requests into the district, and out of the district, to which consent will be given for the upcoming school year.

The Board reserves the right to accept/reject nonresident students based upon the availability of space, and resources.

The Board may not consider nor ask for any information from the student about race, religion, sex, sexual orientation, ethnicity, national origins, disability, health, whether a student has an individual education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, residence, proficiency in English, athletic ability or academic records. The Board may not request or require the student to participate in an interview, tour any of the schools or facilities, or otherwise meet with any representatives of the school or district prior to the district deciding whether to give consent.

The Board may ask for the student's name, contact information, date of birth, grade level, and whether the student is currently expelled.

If the number of students seeking consent exceeds the number of spaces, the Board will use an equitable lottery selection process. The process may give priority to students who have siblings currently enrolled in the district.

The Board may revise the maximum number of students to whom consent will be given at a time other than the annual date established by the Board if there are no pending applications for consent.

If the Board decides not to give consent to a student the Board must provide a written explanation to the student. The Board may determine the length of time the consent is given. Any limitations in the length of time must be applied consistently among all students to whom consent is given.

Alternative Education Programs

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

The district may provide alternative education programs for students expelled from another district for a violation of applicable state or federal weapons laws. (see Board Policy IBGHA-Alternative Education Programs)

Notification of Alternative Education:

Individual notification to students and parents regarding the availability of alternative education programs will be given under the following conditions:

1. When two or more severe disciplinary problems occur within three years. (Severe disciplinary problems will be defined in the 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 benefitting from the education program as determined by the district.
3. When expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or emancipated student applies for an exemption from attendance on a semi-annual basis.

The 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 this student;
3. The program recommendations are based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

The district may provide alternative education programs for students expelled from another district for a violation of applicable state or federal weapons laws. (see Board Policy IBGHA-Alternative Education Programs)

Animals in the school

Only service animals serving persons with a disability or animals approved by the superintendent 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, are not considered service animals.

Asbestos

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

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

The Facility Manager serves as the district's asbestos program manager and may be reached for additional information. (see Board policy EB - Safety Program)

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 assessment 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. (see Board policy IL- Assessment Program)

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.

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 Student Code of Conduct during an assembly shall be subject to disciplinary action.

Assignment of students to classes

Students are assigned to a class based on the individual needs of the student, staffing, and scheduling considerations.

Requests to change a student's assigned class at other times must be directed to the principal. Final decisions are the responsibility of the principal or designee.

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.

While parents have the option of placing their students in a private school or obtaining additional service (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition costs. If a parent wishes the district to consider a

publicly-funded private placement or private services, he/she must give the district notice and opportunity to propose other options available within the public school system before private placement or services are obtained.

Attendance

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

A parent will be issued a notification, writing and in the native language of the parent, and, in accordance with the law, the superintendent will schedule a conference with the non attending student and their parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an Individualized Education Plan (IEP) or a review of the student's current IEP.

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

Additionally, a parent or guardian, or another person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school. Failure to send a student to school may be a Class C violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Absence and Excuses

When returning to school after an absence, a student must bring a note signed by the parent/ or the parent will have called the attendance line describing the reason for the absence. A student's absence from school or class will be excused under the following circumstances:

1. Illness, including mental and behavioral health 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. Student is a dependent of a member of the U.S. Armed forces² who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
5. Field trips and school-approved activities;
6. Medical or dental appointments. Confirmation of appointments may be required;

² "U.S. Armed Forces include the Army, Navy, Air Force, Marine Corps, and Coast Guard of the United States; reserve components of the Army, Navy, Air Force, Marine Corps, and Coast Guard of the United States; and the National Guard of the United States and the Oregon National Guard.

7. Other reasons are deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify a parent or guardian by the end of the day if their child has an unplanned absence. The notification will be either in person or by an ALERT NOW call.

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 considerations.

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 students' parents, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth studies assigned by the teacher to meet subject or course requirements. Parents should contact to arrange for the collection of homework assignments for a student who will be absent for 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.

Exemptions from Compulsory School Attendance

In the following cases, students shall not be required to attend public, full-time schools:

1. Students being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.
2. Students proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.
3. Students being taught, by a private teacher, the courses of study usually taught in kindergarten through grade 12 in the public school for a period equivalent to that required of students attending public schools.
4. Students being educated in the home by a parent or guardian:
 - a. When a student is taught or is withdrawn from a public school to be taught by a parent or private teacher, the parent or teacher must notify the Northwest Regional Education Service District (ESD) in writing within 10 days of such occurrence. In addition, when a homeschooled student moves to a new ESD, the parent shall notify the new ESD in writing, within 10 days, of the intent to continue homeschooling. The ESD superintendent shall acknowledge receipt of any notification in writing within 90 days of receipt of the notification. The ESD is to notify, at least annually, school districts of home-schooled students who reside in their district;
 - b. Each student is taught by a parent or private teacher shall be examined no later than August 15, following grades 3 and 5

1. If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew;
 2. If the student never attended public or private school, the first examination shall be administered prior to the end of grade 3;
 3. Procedures for home-schooled students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029.
 - c. Examinations testing each student shall be from the list of approved examinations from the State Board of Education;
 - d. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
 - e. The person administering the examination shall score the examination and report the results to the parent. Upon request of the ESD superintendent, the parent shall submit the results of the examination to the ESD;
 - f. All costs for the test instrument, administration, and scoring are the responsibility of the parent;
 - g. In the event the ESD superintendent finds that the student is not showing satisfactory educational progress, the ESD superintendent shall provide the parent with a written statement of the reasons for the finding, based on the test results, and shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
5. Students excluded from attendance as provided by law

Tardy

A student will receive an unexcused tardy if she/he arrives in the classroom after the bell. Students who arrive after 9:50 will be marked as an unexcused absence. **Missed bus/ride and oversleeping are not accepted as excuses for tardies.**

Truancy

A student who is absent from school or from any class without permission will be considered truant and may be subject to disciplinary action including detention, suspension, eligibility to participate in athletics or other activities. (see Board policy JEDA-Truancy)

Awards and Honors

All honors and awards presented to students by the school shall serve as an incentive to enrich their school program and stimulate their level of thinking and living. All honors and awards presented by the school shall be awarded strictly on the merits of the student receiving them.

Clubs and Organizations

The district encourages curriculum-related student organizations. Students who participate in clubs such as LEAD, Band/ Orchestra, and Garden Club are still held to the standard of the student code of conduct.

Communicable Diseases

The district shall provide reasonable protection against the risk of exposure to communicable diseases 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 (See Board policy JHCC-AR-Communicable Disease- 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 program 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 office so that other students who have been exposed to the disease can be alerted.

The following restriction may be removed by a school nurse: chickenpox, cholera, diphtheria, measles, meningitis, mumps, whooping cough, plague, rubella, scabies, staph infections, strep infections, tuberculosis, and pandemic flu. For head lice, the restriction may be removed after assessment by designated personnel to confirm no lice or nits are present. Parents with questions should contact the school office. (see Board policy JHCC-AR - Communicable Diseases; JHCCF- Pediculosis)

Computer Use

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 permitted when consistent with board policy and administrative regulations and when during the school day.

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 minors.
2. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites and in chat rooms;
3. The online activities of students are monitored;
4. Prohibit access by minors, as defined by CIPA and this regulation, to inappropriate matters on the Internet and World Wide Web;

5. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including “hacking” and other unlawful activities online;
6. Install and use desktop and/or server virus detection and removal software;
7. Determine which users and sites accessible as part of the district’s system are most applicable to the curricular needs of the district and may restrict user access, accordingly.

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, the school administrators may routinely review user files and communications. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring.

By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail systems.

Students will comply with district policies, including but not limited to. (See 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.

Conduct

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under the federal and state constitutions and statutes. (see Board policy JFC - student conduct and discipline)

Student Code of Conduct:

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

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

³Students will be subject to discipline including detention, suspension, expulsion, denial, 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; (see Board policy JFCF/GBNA – Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence - Student and accompanying administrative regulation);
3. Coercion;
4. Suspected abuse of a child pursuant to Board Policy JHFE/GBNAB-Suspected Abuse of a Child;
5. Violent behavior or threats of violence or harm (see Board policy JFCJ-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* (See Board policy JFCJ – Weapons in the Schools);
8. Vandalism, malicious mischief and theft [See Board policies ECAB – Vandalism/Malicious Mischief/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 school-sponsored activities;
9. Sexual harassment (see Board policy JBA/GBN – Sexual Harassment and accompanying administrative regulation);
10. Possession, distribution or use of tobacco products**, inhalant delivery systems, alcohol or drugs** or other controlled substances, including drug paraphernalia
11. Use or display of profane or obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school or classroom rules.

Additionally, regarding weapons, state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. In accordance with the federal Gun-Free School Zone Act, possession, or discharge of a firearm in a school zone is prohibited, A “school zone” as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs, or a tobacco product or inhalant delivery system. Unlawful delivery of a controlled

³ The district is prohibited from retaliating against any student “for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation,” ORS 659.852.

substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

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

Student Rights and Responsibilities

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

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

Community Use of the Building

Community groups are invited to use the building Monday through Friday during non-school hours. Events and meetings must be scheduled with the school secretary to guarantee the availability of space. Events must end by 9 PM to allow the building to be secured. Before using the building, an adult representative of the group must complete a Building Use Form and have it approved by the principal. The form outlines responsibilities and obligations for use of the building by the community groups.

Conferences

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

A teacher may 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 if the teachers consider it necessary.

The district encourages parents 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 prep time, or request that the teacher call the parent to arrange a mutually convenient time, or email the teacher.

Counseling

A counselor is available to assist with a wide range of personal concerns, including areas such as social, familial, and emotional. The counselor may also make available information about community resources to address personal concerns.

Damage to District Property

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all charges.

Discipline / Due Process

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

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

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

Student disciplinary sanctions will offer corrective counseling and sanctions that are age-appropriate, and to the extent practicable, that use approaches that are shown through research to be effective.

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.

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 as required by law. (see Board policy JG - Student Discipline; JFCI- Use of Tobacco Products, Alcohol, Drugs, or inhalant)

No student will be subjected to corporal punishment.

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

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures.

Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or others.

Expulsion

Students may be expelled for any of the following circumstances a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, or c) when required by law.

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

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

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

An expulsion shall not extend beyond one calendar year.

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

Expulsion Due Process

The Board retains all authority for expulsion. A student may be expelled from attendance for one full semester only with the exception of one full school year for a weapons violation.

The procedure for expulsion shall be: The Superintendent determines through the hearing process that it shall be his/her recommendation to the Board that a student be expelled. The Superintendent will facilitate as expeditiously as possible a Board Expulsion Hearing [as per OAR 581-21-070].

As a result of the hearing the Board may: Reinstatement the student; expel the student for one semester; expel the student for a period of time greater than seven 7 calendar days but less than one full semester; conditionally reinstate the student, or pursue legal action.

At no time during these procedures is a student to be denied due process to include: Notification of the cause of the problem; Parent notification; the right to present his/her case at each level; the right to representation at the Expulsion level; and the right to representation by an attorney or other delegated party.

The procedure shall be: The District Administration is directed to design an Administrative Procedure for suspension and expulsion. The Administrative Procedure will maintain consistency through all grade levels and without discrimination as prescribed by Federal Statute 94-142.

Suspension

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations, or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures district property.

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

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to out-of-school

suspension and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

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

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

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

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

Schoolwork 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. (see Board policy JGD - Suspension)

Distribution of Material

All aspects of 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.

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 must be submitted to the Principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age-appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, 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 the material is not approved within 24 hours of the time that it was submitted, it must be considered denied.

A denial may be appealed to the Superintendent. If the material is not approved by the Superintendent within three days it will not be considered 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 their viewpoint. (see Board policies IB - Freedom of Expression, KJA - Materials Distribution, KL Public Complaints)

Dress and Grooming

While student dress is the responsibility of the student and parent/guardian, dress guidelines are necessary in order to protect the health and safety of the school environment, to foster students' success, and to avoid disruptions to the school environment. Students shall follow the guidelines that follow for all school-sponsored activities, including athletic events. Gaston School District may prohibit any attire that is disruptive to the educational process.

- Students have the responsibility to keep within health, sanitary, and safety standards.
- Students may not wear clothing with writing, slogans, or images that portray or suggest alcohol, tobacco, other drugs, or weapons.
- Students may not wear clothing with writing, images, or symbols that depict or suggest obscenities, vulgarity, racism, violence, illegal activities, sex, gang affiliation, or hostility to the ethnicity, gender, culture, or religion of others.
- No bare feet.
- No bare midriffs or bareback clothing is acceptable.
- No hoods are to be worn in the building but are welcome outside.
- No tank tops with straps less than 2 inches.
- No shoes with cleats or wheels.
- Shorts should have an inseam of 3-4 inches

Drug, Alcohol, and Tobacco Prevention Program

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

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 will maintain a drug-free educational environment.

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

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

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

Emergency Drills-Fire, Earthquake, and Safety Threats

Fire Drills

The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building posted in the classroom and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion.

Earthquake Drills

The district will conduct at least two drills on earthquakes each year. Drills and instructions for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover, and hold on” during the earthquake.

Safety Drills

The district will conduct at least two drills on safety threats each year. Drills and instruction on safety threats shall include procedures related to lockdown, secure, shelter in place, evacuation, and other appropriate actions to take when there is a threat to safety.

The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

(see Board policy EBCB- Emergency Drills)

Emergency Medical Treatment

A student who becomes ill or is injured at school must notify their 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. (see board policy EBBA - First Aid)

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

Emergency School Closing Information

In case of hazardous or emergency conditions, the Superintendent may alter the district transportation schedules, as are appropriate to the particular condition. Such alterations include the closure of all schools, closure of selected grade levels, cancellations of after-school extracurricular activities, delayed openings of schools, and early dismissal of students. (see Board policy EBCD - Emergency Closure; EBC/EBCA - Emergency Procedures and Disaster Plans)

Field Trips

Field trips are extensions of school experiences. 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. School bus rules apply to all participants while they are on field trips. (see Board policy IICA - Field Trips and Special Events)

First Aid

ALL visits to the health room are recorded in a daily log which is then recorded in the student information system. Small bumps, scratches, sick tummies, headaches, itches, and slivers are addressed in the health room. Contact home is not made for these minor issues.

Flag Salute

Students shall receive instruction in respect for the national flag, and be provided an opportunity to salute the United States flag at least once each week during the school year by reciting *The Pledge of Allegiance*. (see Board policy INDM - Flag Displays and Salutes)

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

Fundraising

The Parent Teacher Organization may occasionally be permitted to conduct fundraising drives. An application for permission must be made to the principal and approved by the superintendent before the activity is initiated. (see Board policy IGDF-AR - Student Fund-Raising Activities)

Gum

Students are not permitted to chew gum at school or on the bus because of potential damage to floors and furniture.

Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing Teen Dating Violence/Domestic Violence

Hazing, harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence by students, staff, or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation, bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. 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 – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student and accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement.

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

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

1. Physically harming a student or damaging a student’s property;

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

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

"Domestic violence" means abuse by one or more of the following acts between family and/or 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.

"Menacing" includes any act intended to place a student in fear of imminent serious physical injury.

"Retaliation" means any acts of, including but not limited to hazing, harassment, intimidation or bullying, menacing teen dating violence, and acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting of participation in the investigation of hazing, harassment, intimidation or bullying, menacing teen dating violence and acts of cyberbullying or retaliation.

The School principal will take reports and conduct a prompt investigation of any reported, act of hazing, harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of Board policy JFCF - Hazing, Harassment, Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating Violence or Domestic Violence-Student shall immediately report their concerns to the school principal who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of Board policy JFCF or feels they have been subjected to an act of hazing, harassment, intimidation, bullying, menacing, or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy is encouraged to immediately report concerns to the school principal who has overall responsibility for all investigations. A report made by a student or volunteer 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 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 reports will be promptly investigated in accordance with the following procedures:

Step 1: Any reports or information on acts of hazing, harassment, intimidation, bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to the school principal. Reports against the principal shall be filed with the superintendent. Reports 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 office and corresponding dates.

Step 2: The school principal receiving the complaint shall promptly investigate. Parents will be notified of the nature of any report involving their students. The school principal will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The school principal conducting the investigation shall notify the person making the report within 10 working days of receipt of the information or report, 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 person making the report, 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, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within 10 working days.

Step 4: If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the person shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within 10 working days following completion of the hearing.

Direct complaints of discriminatory harassment-related 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 reported acts of hazing, harassment,

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

Homeless Students

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

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

Homework

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

Immunization, Vision Screening, and Dental Screening

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for religious or philosophical beliefs, and/or medical exemption, the student is not 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 they have met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request. (see Board policy JHC - Student Health Services and Requirements)

Vision:

The parents or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

1. A vision screening or eye examinations; and
2. Any further examination, treatments, or assistance as necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardians of the student.

Dental Screening

The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall within 120 days of beginning the education program, submit a certification that the student has received a dental screening within the previous 12 months.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parents or guardian of the student; or
3. The dental screening is a burden, as defined by the State Board of Education, for the student or the parent or guardian of the student.

Infection Control/HIV, HBV, and Aids

Although HIV, AIDS, and HBV* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where 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 are regarded as known to be infectious for HIV, AIDS, HBV, and/or other infectious diseases.

HIV, HBV, Aids - Students

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 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. (see Board policy JHCC/JHCCA - Communicable Diseases -Students - HIV, HBV, and Aids

*HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome; HCV - Hepatitis C Virus.

Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction

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

Local Wellness

Students may be encouraged to or required to participate in physical activity, or receive instruction on nutrition or maintaining healthy lifestyles. (see Board policy EFA-AR - Local Wellness Program)

Lost and Found

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be donated during winter break and after the end of the school year.

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

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

Meal Programs

The district participates in the National School Lunch, School Breakfast Programs and offers free meals which may be based on students' financial needs.

Additional information can be obtained in the District Office.

Our meals meet all federal requirements for a nutritious and balanced lunch. School administrators manage school day schedules and identify serving times for breakfast and lunch. Meal prices for the 2020-21 school year are \$3.20 for lunches. A meal account for students may be established with the district. Parents may deposit money into their students' accounts in two ways.

- Office secretaries are able to receive cash or check payments for student meal accounts. Please make checks payable to Gaston School District
- The online account management service Mymealtime.com enables the management of student accounts online. Parents can register to deposit funds, monitor account balances, and set up low-balance emails.

When your student graduates to the next school level, their account balance will transfer also.

A student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges, the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the students' parents or guardians for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to parents or guardians, only. The district will refer delinquent meal charges to third parties for collection.

Free and Reduced-Price Meals

The purpose of the Free and Reduced-Price Meals program is to make meals available to all school children regardless of the household's ability to pay. The Gaston School District strongly encourages families to apply that may be eligible according to the income guideline specified by the State each school year. Applications can be found in the office or on our district website.

A new application must be made each school year. New applications can be submitted at any point during the school year, should circumstances change in a household. Families are responsible for any charges incurred before the Free and Reduced application is approved. (see Board policy EFAA - District Nutrition and Food Services)

ORS 327.537, if a student owes money to pay for a meal, the district determines if the student qualifies for the free lunch program and contacts parents. Students cannot be denied lunch and shall not be singled out for owing money for meals.

Media Access to Students

The Board recognizes the important role the media serves in reporting information about the district's programs, services, and activities. Therefore, the district will make every reasonable effort to provide media access to students.

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their child interviewed or photographed should notify the school in writing within ten school days after enrolling.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. (see Board policy JOD - Directory information; JOB Personally Identifiable Information)

Medication

The district recognizes that administering medication to a student and/or permitting a student to administer medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis⁴, under proper notice given to the district by a student or student's parents or guardian.

Students may be permitted to take 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. (see Board policy JHCD/JHCDA - Medications)

District Administered Medication:

Request and parental permission for the district to administer prescription or nonprescription medications shall be made in writing by the parent or student if the student is allowed to seek medical care without parental consent pursuant to PRS 109.610, 109.640, or 109.675.

Written instructions of the 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, any other special instructions, and the signature of the prescriber. A prescription label prepared by a pharmacist at the directions of a prescriber meets the requirements for written instructions from the prescriber, if the information above is included (excluding the signature).

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer non prescription medication (parental signature in place of prescriber signature).

All medication to be administered by the district is to be brought to school 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 law.

In situations when a licensed healthcare professional is not immediately available, trained personnel, designated by the district, may administer epinephrine, glucagon, or other medications to a student as prescribed and/or allowed by Oregon law.

⁴ Under proper notice given to the district by a student or student's parent's or guardian.

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

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, 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 a 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 nonprescription 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 requirement of law.

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

Contact the school office for additional information and forms.

Parental Involvement

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

1. Encourage their students to put a high priority on their education and to commit themselves to make the most of educational opportunities the district provides;
2. Keep informed on district activities and issues. Watch for Newsletters or updates on Facebook or the GSD website. Also, the ParentTeacher Organization provides opportunities for learning more about the district;
3. Become a volunteer. For more information contact the office.
4. Participate in the Parent Teacher Organization. The activities are varied, ranging from Fundraising, Fun Run, Carnival, Movie Night, and much more. (see Board policy JECAC/GBH Staff/Student/Parent Relations)

Parental Rights

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

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
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 non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PBIS Philosophy and Program

Recognizing our need to support students both behaviorally and academically, GES uses the PBIS framework to successfully fulfill the district's guiding purpose. To model, teach, and positively reinforce appropriate social behaviors and encourage all students to be:

- Safe: Free from any harm. (Physical or Emotional)
- Respectful: Be polite and cooperative with others.
- Responsible: Be dependable and trustworthy at all times.

Pediculosis (Head lice)

A student with a suspected case of lice shall be referred to designated staff for a screening. A student found with live lice nits (lice eggs) will be excluded from school attendance.

A parent of the student will be notified, and treatment will be requested. Students with a severe infestation will be excluded immediately until treated. A student excluded from school that has been treated will be readmitted after assessment by designated personnel. The student may be subject to periodic checks.

The screening will be done in a confidential manner by trained personnel. School personnel will notify the parent or guardian of a student found with head lice and provide information on appropriate treatment. (See board policy JHCCF)

Personal Electronic Device and Social Media

Students will not possess personal electronic devices in district facilities during the school day unless authorized by the administration.

A “personal communication device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, and/or displaying information and data.

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.

Students permitted to possess a personal electronic device are prohibited from using the device during class time. Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities. Devices that have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities unless expressly authorized in advance by the building principal.

The district will not be liable for personal electronic devices brought to district property and school-sponsored activities. 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 and not using district equipment.

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

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law

enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.

The district will not be responsible for the loss of, or damage to, personal property. (See Board policy JFCEB - Personal Electronic Devices and Social Media)

Posters

Signs, banners, or posters that a student wishes to display must first be approved by the principal or designee. Signs, banners, or posters displayed without authorization will be removed. Any student who posts printed material without proper approval shall be subject to disciplinary action. (see Board policy KJA - Materials Distribution)

Promotion, Retention, and Grade Level Placement of Students

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

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

In all cases involving student retention in a grade, parents must be informed of such a possibility, usually before the end of the second reporting period and a conference with the parent/ guardian shall be sought. In all instances, a principal-teacher conference shall be held to consider the input of all stakeholders. (see Board policy IKE - Promotion and Retention of Students)

Release of Students from School

A student shall not be released from school at times other than regular dismissal hours except with parent permission given to the office, or accompanied by their parent/guardian. A student will not be released to any person without the approval of the student's parent/guardian or as otherwise provided by law.

Should the students return to school before dismissal time, they are to check back in at the office and sign in.

Report Cards and Progress Reports

Written report cards are issued at the end of each quarter. Progress reports are sent home mid-quarter. Please know you may contact the teacher or principal at any time if you have questions about your child's progress. And, we will contact you if we feel communication would be useful.

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:
 - i. The date of the restraint seclusion
 - ii. The times the restraint or seclusion began and ended; and
 - iii. The location of the restraint.
 - 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 who administered the restraint or seclusion;
 - e. A description of the training status of the staff 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 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 the bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, the administrator for the district must provide written authorization for the continuation of 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 occur in relation to the use of restraint or seclusion.

Safety of Personal Belongings

The District is not responsible for the loss or damage of personal items students bring to school. Although respect and responsibility are stressed with all students, we will not guarantee that personal items will not be broken, lost, or stolen.

Special Programs

English Language Learners (ELL)

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the building Principal or ELL coordinator.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English proficient 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 child is or will be participating, will meet the educational strengths and needs of their child;

5. How such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such programs into classrooms that are not tailored for limited English proficient students.
7. In the case of a student with a disability, how such a program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
9. Detailing the right to have their child immediately removed from such program upon their request;
10. 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;
11. 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

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

Title IA Service

Gaston Elementary runs a school-wide Title I Program for students who need reading assistance. All parents are encouraged to become involved in the ongoing planning, review, and implementation of the school's continuous improvement efforts. Notification will be provided of meetings held to inform parents of the school's participation in, and requirements of, Title I. Parents should contact a building administrator or the Title I Coordinator if there are any questions. (see Board policy IGBC - Title IA/Parental and Family Involvement)

The school will provide parents, upon request, information regarding the professional qualifications 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 to parents any time that a 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 Arrival to/From Campus

Arrival

There is no staff supervision prior to 7:50 a.m. If your child is a walker or you drop off your child on your way to work, make sure it is 7:50 am or later. Buses arrive between approximately 7:50 a.m. – 8:00 a.m. School starts at 8:00 a.m.

Departure:

Students are to go directly home or board the bus when school is over. Students may only stay after with pre-arranged parental, principal, and/or teacher approval.

Student/Parent Complaints:

Discrimination Complaints

Any student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact Summer Catino.

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

Bias Incident Complaints

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 directed at or about any of the preceding demographic groups.

“Symbol of hate” means a symbol, image or object, or object that expresses animus on the basis of race, color, religion, gender, identity, sexual orientation, disability, or national origin including, the noose, symbol of neo-Nazi ideology and the battle flag of the Confederacy⁵, and whose display:

1. Is reasonably likely to cause a substantial disruption of or material interference with school activities; or
2. Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.

⁵ While commonly referred to as the confederate flag,” the official name of the prohibited flag is the Battle Flag of the Armies of Northern Virginia.

The district prohibits the use or display of any symbols of hate on district grounds or in any district- or school-sponsored program, service, school, or activity that is financed in whole or part by monies appropriated by the Oregon Legislative Assembly, except where used in teaching curriculum that is aligned to the Oregon State Standards.

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

Division 22 Educational Standards Complaints

Any resident of the district, parent of a student attending district schools, or a student attending a school in the district 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 (see Board policy KL – Public Complaints and any accompanying administrative regulations)

After exhausting local procedures, or if the district has not resolved the complaint within 30 days at any step or within 90 of the initial filing of a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the Deputy Superintendent of Public Instruction.

Instructional Material Complaints

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a Challenge Request for 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 Challenge Request forms must be signed by the complainant and filed with the superintendent. A review committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision will be final. (see Board policy IIA - Instructional/Resources Materials)

Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations. (see Board policy JECBD - Homeless Students)

Public Complaints:

No parent or guardian of a student attending school in the district, a student, or a person that resides in the district may petition the district with a complaint.

A complainant will be referred through the proper administrative process for resolution of a complaint before investigation or action by the Board. An exception will be a complaint against the superintendent or one that involves Board actions or Board operations. The complaint procedure is available at the district's administrative office and on the home page of the district's website.

The Board advises that there is a process available for resolving complaints including, but not limited to, complaints in one or more of the following areas:

1. Instruction;
2. Discipline;
3. Learning materials;
4. Compliance with State Standards;
5. Restraint and/or seclusion
6. With a staff member; or
7. Retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule, or regulation.

The complainant must follow the complaint procedure as outlined in administrative regulation KL-AR - Public Complaint Procedure.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

Complaints against the principal should be filed with the superintendent.

Complaints against the superintendent may start at Step 4 and be referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board.

Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board.

A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within 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, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from, or otherwise left the district.

The superintendent will administer the complaint process, as appropriate.

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

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

Sexual conduct by district/school employees, contractors⁶, agents⁷, and volunteers⁸ is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to this Board policy. (see Board policy JHFF/GBNAA - Reporting Requirements Regarding Sexual Conduct with Students)

“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 that have sexual nature that is directed toward the student, 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 nature of the school employees' job duties or by the service 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 communication described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communication 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 agreement.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger 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 the school or graduated from high school within 90 days prior to the sexual conduct.

⁶ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁷ “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁸ “Volunteer” means a person acting as volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

The district will post in each school building the name and contact information of the designated⁹ licensed administrator designated for each school building 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 Summer Catino. In the event this person is the suspected perpetrator, the Superintendent shall receive the report. When action is taken 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 OARS 339.388 and 419B.050 and under adopted board policies to report suspected sexual conduct and;
3. Appropriate electronic communications with students.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the district's services, activities, or programs to a student, should be directed to the special education director. (see Board policy ACA - Americans with Disability Act)

Students with Sexual Harassment Complaints

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members, and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students, and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures and may involve additional complaint procedures.

General Procedures

When information, a report, or complaint regarding sexual harassment is received by the district, the district will review such information, report, or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (see GBN/JBA-AR(1) - Sexual Harassment Complaint

⁹ {ORS 33.39.372 requires the district to post the names and contact information of the persons, i.e. a licensed administrator and an alternate licensed administrator, in the event the designated administrator is the alleged perpetrator, who are designated to receive reports of sexual conduct for a school building in the respective school building. A licensed administrator is a person employed as an administrator by the district and holds an administrative license issued by TSOC or may be a person that does not hold an administrative license issued by ISPC if the district does not require the administrator to be licensed by TSPC.}

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

Oregon Definition:

Sexual harassment of students, staff members or third parties¹⁰ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job;
or
 - c. Creates an intimidating, offensive, or hostile environment.
3. Assault when sexual contact occurs without the student's, staff member's, or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion, or explicit or implied threats.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Oregon Procedures

See administrative regulation JBA/GBN-AR(1) Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

Response:

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a non hostile work environment; or
3. Third-party who is subjected to the behavior is protected and to promotes a non hostile environment.

¹⁰ "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) At a school-sponsored activity or program; or 3) Off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

This includes providing resources for support measures to the student, staff member, or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member, or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes officials such as the principal, compliance officer, or superintendent. Students may also report concerns to a teacher, counselor, or school nurse, who will promptly notify the appropriate district official.

Investigation:

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of a third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Training and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third-party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate a complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person¹¹ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. Each reported person; and
3. Where applicable, a parent or legal guardian of a reporting person

The written notification must include¹²:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person, or person's parent filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services, or peer advising;

¹¹ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

¹² Remember confidentiality laws when providing any information.

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size, and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members, and members of the public at each office, at the district office, and on the website of the school or district.

Federal Law (Title IX) Sexual Harassment Complaint Procedure

See administrative regulation JBA-AR(2)- Federal Law (Title IX) Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

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

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

ELL Complaints

If a student and/or the student's parent/guardian are not satisfied with the district's ELL program of service, the following procedure should be followed:

1. The student's parent/guardian should communicate directly with the student's ELL teacher by arranging an appointment convenient for all parties
2. If the parent/guardian is still unsatisfied after speaking with the student's ELL teacher, he/she should arrange an appointment with the student's building-level administrator
3. If the parent/guardian is still unsatisfied after speaking with the building-level administrator, he/she should arrange an appointment with the district superintendent

Tag Service 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 five school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint.

The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the 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.

Student Education Records

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

"Education records" are those records directly related to a student and 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 a parent and eligible student notice and consent will comply with all state and federal laws.

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

Education records are maintained in a fire-safe place in the building 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., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

Providing a student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker. (see Board policy IGBAB/JO-AR - Education Records/ Records of Students with Disabilities Management JOA - Directory Information; JOB - Personally identifiable Information)

Access/Release of Educational Records

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 or parental plan, state statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

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

Provision for Hearing to Challenge Content of Education Records

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

1. Parent shall make a request for a hearing in which the objections are specified in writing to the principal;
2. The district shall appoint a hearings officer who 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 is 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. They 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 a 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 Student Privacy Policy Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Student Privacy Policy Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the District's Education Records Policy and administrative regulation may be obtained by contacting the office.

Requests for Education Records

The district shall, within 10 school 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. Contact building principal.

Transfer of Education Records

The district shall transfer originals of all requested education records relating to a particular student to the new educational agency when a request to transfer such records is made to the district.

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

Student report cards, records of diplomas may be withheld for nonpayment of fines or fees. Records requested by another school district to determine the student's progress may be withheld.

Student Searches

District officials may search the student, their personal property, and property assigned by the district for the student's use on district property or when the student is under the jurisdiction of the school. When there is reasonable suspicion to believe the evidence of a violation of a law, Board policy, administrative regulation, school rules, or the Student Code of Conduct is present in a particular place.

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, maturity of the student, and nature of the infraction. Strip searches are prohibited by the district.

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

District-owned storage areas assigned for student use such as lockers, and desks, may be routinely inspected. Students have no expectations 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, texts, or other instructional materials, property, or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

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

Questioning of Students

If law enforcement officials allow the questioning of students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services, and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents. (see Board policy KN/KN-AR Relations with the Law Enforcement Agencies)

Talented and Gifted Program

Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades K-12 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.

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

Appeals

Parents may appeal the identification process and/or placement of their student in the district's TAG program as follows:

Informal Process:

1. The parent(s) will contact the school TAG coordinator/teacher to request reconsideration;
2. The coordinator/teacher will confer or meet with the parent(s) and may include any additional appropriate persons, (e.g., principal, counselor, teacher), within five working school days of the request. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

The parent shall submit a written request for reconsideration of the identification/placement to the program supervisor, within five working days of the conference identified in the informal process;

1. The building Principal shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher;
2. The Building Principal, TAG coordinator/teacher, and other appropriate administrators shall review the student's file and earlier decisions within 10 working days of the original request presented in the previous step. Additional data may be gathered to support or change the earlier decision. The parent may be provided an opportunity to review school/district data and present additional evidence. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedure.
3. A decision will be made by the program supervisor within 20 working days after receipt of the written request for reconsideration from the parent. The parent shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
4. The decision may be appealed to the Board;
5. If the parent is still dissatisfied, they may file an appeal to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR). The district shall provide a copy of the OARs upon request.

Threats

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass or intimidate another. Additionally, false threats to damage 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, and may be subject to civil or criminal

liability. The superintendent or designee shall notify the parent or guardian when their student is in violation of this policy and the disciplinary action imposed.

Tobacco Products and Inhalants Delivery Systems

Student possession, use, sale, or distribution of any tobacco products or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited and will result in disciplinary action. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. A student may be referred to law enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school.

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

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

Transportation of Students

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action. (see Board policy JFCC - Student Conduct on Busses; EEACC - Student Conduct on School Buses)

Mid-Columbia Bus Co. (MIDCO) will handle all bus referrals and suspensions directly with parents and students.

Bus Transportation Rules:

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

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

7. Students will remain seated while the bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms, or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students, and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Students shall not carry glass containers or other glass objects on the bus.
18. Students shall not possess and/or use tobacco, alcohol, or illegal drugs while riding the bus.
19. Students shall not possess matches or other incendiaries and concussion devices including aerosol containers (i.e. hair spray) while riding the bus.
20. Students shall not throw objects while riding the bus.
21. Students shall not eat, drink, or chew gum while on the bus.
22. Students shall bring only articles that are required for school activities on the bus. These articles must be held in the student's lap.
23. Students outside the bus shall stay away from it when it is moving.
24. Students shall answer to coaches, teachers, and chaperones who are responsible for maintaining order on extra-curricular trips.

The superintendent will establish other regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle.

Students who violate bus rules of conduct may be denied the use of district transportation.

Riding a Different Bus or Change in Routine

All changes to going home plans must be provided to the main office by a parent. To ride a bus to another student's home or to ride a bus that leaves at a time different from the elementary dismissal time (BEATS Bus), the student must have a bus note.

Students are not allowed to ask for their own bus pass. Bus passes are issued only with parental approval. Going home plans are not permitted to be made by students during the school day.

Bicycles

When arriving at school, walk your bike to the bike rack. Riding on the school grounds is prohibited. Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

Skateboards/Rollerblades/Scooters

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

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

Disciplinary Procedures for Violations of Transportation Rules:

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

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

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students. (see Board policy EEAC School Bus Safety Program)

Visitors

Parents and other visitors are encouraged to visit the school after scheduling such visits with the principal or designee. 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 scheduled, all visitors must report to the office upon entering school property and will sign in and pick up a visitors pass. Photo ID of visitors may be requested. In the absence of a 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 the prior approval of the principal. (see Board policy KK/KK-AR - Visitors to the school.

Volunteers

Visitors who wish to help in a student's classroom, attend a field trip, or help at an event must pass a background check before being allowed to volunteer.