



**Student-Parent Handbook
2022-2023**

NESTUCCA VALLEY SCHOOL DISTRICT EMPLOYEE ROSTER 2022-2023

ADMINISTRATIVE STAFF

Superintendent

Wharton, Misty

High School Principal

Richwine, Kenneth

K8 Principal

Albin, Kristina

Adminstrator of Facilities & Alt Ed

Holloway, Chad

Special Programs Administrator

Kellow, Megan

Technology Administrator

Martin, Gene

Early Learning Program Director

Wilkinson, Diane

CONFIDENTIAL STAFF

Lewis, Sarah

McVittie, Ursula

Seals, Kim

EARLY LEARNING CENTER STAFF

Sears, Ashlee

Durgan, Natasha

Marsh, Autum

Marshall, Cynthia

Martinez Romero, Jackie

NESTUCCA VALLEY K-8

TOSA Staff

Chrissy Eichelberger DOS, TOSA

Licensed Staff

Albin, Carissa, 4th

Brown, Zachary, MS SS

Compton, Christy, K-5 Science

Elder, Jessica, Special Ed.

Ensminger, Sharman, Counselor

Green, Jenni, 1st

Hill, Carolyn, Special Education

Hulburt, Dana, 3-4th Blend

Mannen, Tanner, MS Math

MacDonald, Pam, 5th

McMellon, Kelleen, 5th

Pena, Meesha, MS Science

Roberts, Alyssa, K

Royster, Nicole, 2nd

Schiewe, McKenzi, 3rd

Schultz, Heidi, 1st/2nd Blend

Silkwood, Madlen, ELL

Skinner, Todd, MS Language Arts

Sousa, John, PE

Stirling, Bobbie, Music

Classified Staff

Anderson, Sue IA

Kellow, Julie IA

Lane, Denise IA

Swanson, Debbie IA

Cooper, Brenda IA

Beaumont, Mandy SPED IA

Hulburt, Brittany SPED IA

Merryman, Melanie SPED K5 IA

Streeter, Kassidee SPED IA

Bobak, Mary, Special Prog. Sec.

Dollar, Connie, Office Manager

Flinter, Tami K8 Office Manager

NESTUCCA HIGH SCHOOL

Licensed Staff

Bentley, Tyler

Brown, Heather

Dewar, Amy

Elder, Cara

Filosì, Kevin

Gianella, Amy

Gianella, Tevin

Hoogendijk, Dammes

Leja, Sydney

Moreno Gutierrez, Daniela

Pearn, Aaron

Schiewe, Jeff

Serven, Kathleen

Shriner, Lindsey

Winesburgh, Christal

Classified Staff

Bentley, Susie IA

Higdon, Tana IA

Owens, Joyce IA

Longanecker, Kaelin SPED IA

Neal-Silveira, Anna SPED IA

Pozos, Juan SPED IA

Croke, Alex Office Manager

Smith, Nicole, Office Manager

District Staff

Brown, Susan - 21st CCLC

Kottre, Matthew Tech Assist

Pettit, Rachel - K8 CTE Comm Res.

Norris, Dia - Speech Therapist

Richwine, Robin- Student Data

Serven, Keith Tech

Sousa, Ahndrea - District Nurse

Swanson, Kerrin - District Nurse

NWRESD Specialists

Ancil, Leslie- Psychologist

DISTRICT SUPPORT SERVICES

Food Service Staff

Hurliman, Mary K8

Monroe, Ida HS

Porter, Sandy FS Coordinator K8

Rocha, Gloria K8

Transportation Staff

Bingham, Alexia

Bundy, Wendy

Finnell, Rick

Graves, Grant

Jourdan, David

Upton, Jeneanne

Zeller, Paul

Facilities Staff

Kellow, Logan K8

Lewis, Jesse

Moore, Brian K8

Mot, Aurelian HS

Preston, Adam

Richardson, Raven K8

Trent, Pierce HS



NESTUCCA VALLEY SCHOOL DISTRICT 2022/2023 SCHOOL CALENDAR

Adopted 3/9/22

July

S	M	T	W	T	F	S
					1	2
3	H	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

August

S	M	T	W	T	F	S
31	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

S	M	T	W	T	F	S
				1	2	3
4	H	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	1

October

S	M	T	W	T	F	S
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					

November

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

December

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	H	27	28	29	30	31

56.5 days - 1st Trimester - Ends 12/1
 55 days - 2nd Trimester - Ends 3/9
 60.5 days - 3rd trimester - Ends 6/14

AUGUST

29-30 Inservice (I)
 31 Workday (W)

SEPTEMBER

1 Workday (W)
 5 LABOR DAY (H)
 6 Grade K-9 First Day of School
 7 Grade 10-12 First Day of School

OCTOBER

7 Inservice (I)
 14 State Inservice (O)
 27-28 Parent /Teacher Conferences: No School K-8th both days; 9th-12th in session Thurs. No School Fri (PT)

NOVEMBER

11 VETERAN'S DAY (H)
 23-25 THANKSGIVING Break (O/H)

DECEMBER

1 End of First Trimester
 2 Teacher Workday (W)
 19 Winter Break begins (O)
 26 CHRISTMAS HOLIDAY observed (H)

JANUARY

2 NEW YEAR'S DAY observed (H)
 3 School Resumes
 16 MARTIN LUTHER KING DAY (H)

FEBRUARY

17 Inservice (I)
 20 PRESIDENT'S DAY (H)

MARCH

9 End of Second Trimester
 10 Teacher Workday (W)
 16-17 Parent /Teacher Conferences for K-8; HS Students in session both days (PT)
 27-31 Spring Break (O)

APRIL

21 Teacher Workday (W)

MAY

29 MEMORIAL DAY (H)

JUNE

9 High School Graduation
 14 Student's last Day-School out 1pm
 15 Teacher's Last Day/Workday (W)
 19 JUNETEENTH (H)

KEY - NO SCHOOL DAYS

(H) Holiday	(O) Non Contract Day
(I) Inservice	(P) Conferences
(W) Workday	Late Start Mondays
Summer School	
Student First/Last Day	

January

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

February

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	H	21	22	23	24	25
26	27	28				

March

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	

April

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

May

S	M	T	W	T	F	S
30	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	H	30	31			

June

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	H	20	21	22	23	24
25	26	27	28	29	30	

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

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

ASSIGNMENT OF STUDENTS TO CLASSES**

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

ATTENDANCE**

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a 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.

Any person having legal control of a student between the ages of 6 and 18, who have 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 the district 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 other people 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 as required. Failing to supervise a child may be a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Absence and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. 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 Forces who is on active duty or who are 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;
7. Other reasons 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 school day if their child has an unplanned absence. The notification will be either in person, by telephone, or by another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

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

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

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

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, or ineligibility to participate in athletics or other activities.

CLOSED CAMPUS/OPEN CAMPUS

All school campuses of Nestucca Valley School District are closed campuses.

CLUBS AND ORGANIZATIONS

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

COMMUNICABLE DISEASES**

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 JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way that 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 principal or designee so that other students who have been exposed to the disease can be alerted.

Parents with questions should contact the school office.

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 students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The online activities of students are monitored;

4. Access by students to inappropriate matters on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using email, chat rooms, and other forms of direct electronic communications;
6. Unauthorized access, including “hacking” and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use, and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students’ access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district’s information system are the district’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district’s system are in compliance with Board policy, administrative regulations, and law; school administrators may routinely review user files and communications. Files and other information, including e-mail, sent, received, generated, or stored on district servers are not private and may be subject to monitoring.

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

Students will comply with district policies, including but not limited to, Board policy IIBGA - Electronic Communication System and its administrative regulations. Students who violate Board policy, and 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 and administrative regulations of the district, school rules, and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Student Code of Conduct

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

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

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

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence, as prohibited by Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Student, and accompanying administrative regulation;
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm, as prohibited by Board policy JFCM - Threats of Violence;
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing, or using a weapon, as prohibited by Board policy JFCJ - Weapons in School;
8. Vandalism, malicious mischief, and theft, as prohibited by Board policies ECAB – Vandalism, Malicious Mischief, or Theft and JFCB - Care of District Property by Students, including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
9. Sexual harassment, as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia, as prohibited by Board policies JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs, or Inhalant Delivery Systems;

11. Use or display profane or obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school, or classroom rules.

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

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

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

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

Student Rights and Responsibilities

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

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, 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 that 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 with respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

CONFERENCES**

Regular conferences are scheduled annually 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 the teacher considers necessary.

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

COUNSELING**

Academic Counseling

Students and parents are encouraged to talk with district counselors, teachers, and building administrators to learn about the curriculum, course offerings, activities, and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended and available courses for students. All students are encouraged to attend college, university, or training school, or pursue some other advanced education, and should work closely with their counselor so that they may take the

courses that may best prepare them for further education. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling

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

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

DAMAGE TO DISTRICT PROPERTY**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. If the cost is \$50 or more, the district will notify the student and parent. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed, and/or loss of school privileges, up to and including, participation in extra curriculum activities. See Fees, Fines, and Charges.

DANCES/SOCIAL EVENTS

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.

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 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 activity, they may also be referred to law enforcement officials. Violations of the district's weapons policy shall be reported to law enforcement when required by law.

No student will be subjected to corporal punishment.

Detention

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

Discipline of Students with Disabilities

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

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

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

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

Expulsion

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

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

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

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

Expulsion shall not extend beyond one calendar year.

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

Suspension

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

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

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

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

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

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

While under suspension, a student may not attend after-school activities and athletic events, be present on district property or participate in activities directed or sponsored by the district.

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

DISTRIBUTION OF MATERIAL

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

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

All requests for materials distribution require the approval of the administration.

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

If material is not approved within 48 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.

DRESS CODE

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

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

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 will maintain a drug-free educational environment.

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

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

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

EMERGENCY DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS, AND OTHER EMERGENCY DRILLS

⁽¹⁾ Instruction on fire, earthquake, safety threats and drills for students shall be conducted for at least 30 minutes each school month.

⁽²⁾ At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

⁽³⁾ At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12. Drills and instructions on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.

⁽⁴⁾ A map/diagram of the fire escape route is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion.

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 submitted by parents. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by the parents on the student's emergency form.

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

EMERGENCY SCHOOL CLOSING INFORMATION

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

EXPANDED OPTIONS PROGRAM

Additional information about the EOP may be found in Board policy IGBHE - Expanded Options Program or accessed through school staff.

EXTRACURRICULAR ACTIVITIES

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

Interested students should contact the office for additional information.

FEES, FINES, AND CHARGES**

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

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

A written notice will be provided to the student and their parent(s) of the district's intent to collect fees, fines, and damages owed. Notice will include the reason the student owes money to the district; an itemization of the fees, fines, or damages owed; and the right of the parent to request a hearing.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district.

A request to waive the student's debt must be submitted in writing to the principal or designee. Fees, fines, and charges owed to the district may be waived at the discretion of the principal or designee if:

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

Such requests must be received no later than 10 calendar days following the district's notice.

All such restrictions and/or penalties shall end upon payment of the amount owed.

FIELD TRIPS

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

FLAG SALUTE

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

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

EXCHANGE STUDENTS

The school may enroll a maximum of 5 students from other nations from those exchange programs officially recognized by the Board.

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the first trimester must be concluded by August 1, prior to the beginning of the school term. All placement arrangements for admission to the second and third trimesters must be completed a month prior to that trimester.

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

Exchange students may be awarded an honorary high school diploma upon satisfactory completion of the school’s prescribed course of study.

FUNDRAISING**

Student organizations, clubs, classes, athletic teams, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 10 days before the event.

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

GANGS

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

A “gang” is defined as any group that identifies itself through the use of a name, unique appearance, or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity.

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

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

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

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

GRADE REDUCTION/CREDIT DENIAL**

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability, or an excused absence, as determined by district policy.

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

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

GRADUATION EXERCISES

Students in good standing who have successfully completed the requirements for a high school diploma, qualify to receive(s) a modified diploma, an extended diploma, or an alternative certificate, including a student participating in a district-sponsored alternative education program and a student with disabilities receiving a document certifying successful completion of the program requirement, shall have the option to participate in graduation exercises. Students who have not met the district's diploma or certificate requirements may, at the discretion of the superintendent or designee be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations, or school rules.

A student shall be allowed to wear a dress uniform issued to the student by a branch of the U.S. Armed Forces if the student:

1. Qualifies to receive a high school diploma, a modified diploma, an extended diploma, or an alternative certificate; and
2. Has completed basic training for, and is an active member of, a branch of the U.S. Armed Forces.

Graduating students will be allowed to wear Native American or other items of cultural significance.

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

GRADUATION REQUIREMENTS**

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

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than 4 years if consent is received by the student's parent or guardian or by the student if they are 18 years of age or older or emancipated.

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

The district may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the modified or extended diploma requirements.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified or extended diploma is awarded, or the student's parent or guardian. The district shall receive written consent during the school year in which the modified diploma or the extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in the later 4 years after starting the ninth grade, or until the student reached the age of 21, if the student is entitled to public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in less than 4 years but not less than 3 years. To satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in less than 4 years, the student's parent or guardian or a student who is emancipated or has reached the age of 18, must provide written consent that clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21.

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

A student who received a modified diploma, an extended diploma, or an alternative certificate shall have access to instructional hours, hours of transition services, and hours of other services that are designed to meet the unique needs of the student, and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school.

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

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

The district may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma.

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

HAZING, HARASSMENT, INTIMIDATION, MENACING, BULLYING, CYBERBULLYING, TEEN DATING VIOLENCE, AND DOMESTIC VIOLENCE**

Hazing, harassment, intimidation, menacing, bullying, cyberbullying, teen dating violence, or domestic 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 hazing, harassment, intimidation, menacing, bullying, cyberbullying, teen dating violence, or domestic violence by 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 serious offenses and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Menacing, Bullying, Cyberbullying, Teen Dating Violence, or Domestic Violence by – Student and any 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 officials.

“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; or
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

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

“Teen dating violence” means:

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

“Domestic violence” means abuse by one or more of the following acts between family and/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 act of, including but not limited to, hazing, harassment, intimidation, bullying, menacing, teen dating violence, and acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting of or participation in the investigation of, hazing, harassment, intimidation, bullying, menacing, teen dating violence, and acts of cyberbullying, or retaliation.

The building principal or designee will take reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation, bullying, menacing, cyberbullying, teen dating violence, or domestic 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 building principal or designee 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, or domestic violence in violation of this policy, is encouraged to immediately report concerns to building principal or designee 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 incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

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

All 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 building principal or designee. 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 building principal or designee receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The building principal or designee 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 building principal or designee 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 in 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 in 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 making the report 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 to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of hazing, harassment, intimidation, bullying, menacing, cyberbullying, incidents of teen dating violence or domestic 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 homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act.

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Megan Kellow, the district's liaison for homeless students.

HOMEWORK

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

IMMUNIZATION, PHYSICAL EXAMINATION, 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 a 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. The student's parent or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

Physical Examination

Students in grades 6 through 12 must have an examination performed by a physician prior to practice and competition in athletics, and shall additionally have an examination once every two years and after either a significant illness or a major surgery prior to further participation.

The examination is the responsibility of the parent/student and is to be paid for by the parent/student. The record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season.

Students shall not participate without a completed School Sports Preparticipation Examination form on file with the district.

Vision 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:

1. A vision screening or eye examination; and
2. Any further examination, treatments, or assistance 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 parent or guardian 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 parent 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 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 an HIV, HBV, or AIDS condition diagnosis to the district.

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

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

Human Sexuality, AIDS/HIV, and Sexually Transmitted Disease Instruction

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

INSURANCE**

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

LOCAL WELLNESS

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

LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition, and safety; and to reclaim district property including instructional materials.

A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student’s locker. The district will not be responsible for the loss of, or damage to, personal property.

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 disposed of at the end of each trimester.

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

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

MEAL PROGRAMS

The district participates in the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and Commodity Programs and offers free meals which may be based on a student's financial need.

Additional information can be obtained in the office.

MEDIA ACCESS TO STUDENTS**

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

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

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

MEDICATIONS**

The district recognizes that administering a 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 crisis, or a need to manage hypoglycemia, asthma, or diabetes.

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:

District-Administered Medication

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

Written instructions of the 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 direction 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 nonprescription 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 of law.

In situations when a licensed health care 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.

A process shall be established by which, upon the parent's written request, a backup prescribed auto-injectable epinephrine pen 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 and either a prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

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

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

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

Students may have in their possession only the amount of medication needed for that school day, except for the manufacturer's packaging that contains multiple dosages: in these situations, the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited.

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

Contact the school office for additional information and forms.

Naloxone

Naloxone or any similar medication that is in any form available for the safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises whom the person believes in good faith is experiencing an overdose of an opioid drug.

Premeasured Doses of Epinephrine

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

ONLINE LEARNING

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

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

PARENTAL INVOLVEMENT**

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

1. Encourage their students to put a high priority on their education and to commit themselves to make the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district newsletter is published monthly, "Back to School" night in the fall, and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact Sarah Lewis;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with an emphasis on instructional improvement.

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

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

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

PEDICULOSIS (HEAD LICE)

A student with a suspected case of lice shall be referred to the school nurse for an assessment. A student found with live lice or nits (lice eggs) will be excluded from school attendance. A student excluded from school will be readmitted after an assessment by designated personnel to confirm no live lice or nits are present and may be subject to periodic checks.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

Students may possess personal electronic devices, in district facilities during the school day only as authorized by the administration. A "personal electronic 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. 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 district administrator.

The district will not be liable for personal electronic devices brought to district property and district 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, JFCEB – Personal Electronic Devices and Social Media, or any rules established by the building administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

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

POSTERS

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

PROGRAM EXEMPTIONS**

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

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

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

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

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

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

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

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

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

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

RELEASE OF STUDENTS FROM SCHOOL**

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

Release Time for Religious Instruction

Students may be excused from school for religious instruction, not to exceed two hours for grades 1 through 8 and five hours for grades 9 through 12 in any school week.

REPORTS TO STUDENTS AND PARENTS**

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

At the end of the first six weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

RESTRAINT OR SECLUSION**

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students (see Board Policy JGAB – Use of Restraint or Seclusion and the accompanying administrative regulation).

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

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

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
 - a. A description of the restraint or seclusion including:
 - 1) The date of the restraint or seclusion;
 - 2) The times the restraint or seclusion began and ended; and
 - 3) The location of the incident.
 - b. A description of the student's activity that prompted the use of restraint or seclusion;
 - c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
 - d. The names of staff of the district who administered the restraint or seclusion;
 - e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
 - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.

3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.
4. An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.
5. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to 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, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.
6. A district Restraint and/or Seclusion Incident Report Form must be completed and copies provided to those attending the debriefing meeting for review and comment.
7. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.
8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.
9. If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, and to the union representative for the affected person, if applicable.
10. The district will maintain a record of each incident in which injuries or death occur in relation to the use of restraint or seclusion.

SPECIAL PROGRAMS**

English Language Learners

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

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact Megan Kellow, Special Programs Director, megank@nestucca.k12.or.us, 503-392-3194 ext. 406

Title IA Services

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review, and improvement of the school's Title IA program efforts.

Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title IA. Students or parents with questions should contact Megan Kellow, Special Programs Director, megank@nestucca.k12.or.us, 503-392-3194 ext. 406

STUDENT/PARENT COMPLAINTS**

Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact Megan Kellow, Special Programs Director, megank@nestucca.k12.or.us, 503-392-3194 ext. 406

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

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.

“Symbol of hate” means nooses, symbols of neo-Nazi ideology, or the battle flag of the Confederacy.

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

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

Division 22 Education Standards Complaints

Any resident of the district, parent of a student attending district schools, or a student attending a school in the district may express a concern alleging violation of the district’s compliance with a Division 22 educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

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

Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the building principal or designee. 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 building principal or designee 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.

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 the McKinney-Vento Act dispute resolution and appeal process, including a final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district’s liaison for students in homeless situations.

Public Complaints

The procedure for filing a complaint can be found on the district’s home page at <https://www.nestucca.k12.or.us/do/content/PublicComplaintForm.pdf>.

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

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

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

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

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

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

The designated licensed administrator to receive sexual conduct reports at Nestucca Valley Early Learning Center is Misty Wharton, Nestucca K-8 is Misty Wharton, and Nestucca High School is Ken Richwine. In the event this person is the suspected perpetrator, Chad Holloway shall receive the report. When the licensed administrator takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

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

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

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 Megan Kellow.

Students with Sexual Harassment Complaints

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This

includes sexual harassment of students or staff members or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation, or at any official district bus stop, by other students, staff members, Board members, or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes district facilities, district premises, and nondistrict property if the student or staff member is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the jurisdiction of the district or where the staff member is engaged in district business. The prohibition also includes off-duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students, staff members, or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct of communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff members;
3. The conduct or communication is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with a staff member's ability to perform job responsibilities; or creates an intimidating, offensive, or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct, how often the conduct occurred, and how long it continued; age and sex of the complainant, whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; the age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, staff members or third parties.

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

All complaints about behavior that may violate this policy shall be promptly investigated. Any students, staff members, or third parties who have knowledge of conduct in violation of this policy or feel they are a victim of sexual harassment must immediately report their concerns to the principal, compliance officer, or superintendent, who has overall responsibility for all investigations. Students may also report concerns to a teacher, counselor, or school nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint by a student, student's parents, a staff member, or a third-party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(4) to the complainant.

The student and/or the student's parents, the staff member, or the third party who initiated the complaint shall be notified that the investigation has been concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal confidentiality laws.

The initiation of a complaint in good faith about behavior that may violate this policy may not adversely affect the educational assignments or educational environment of a student complainant, any terms or conditions of employment or work environment of the staff member complainant, or any terms or conditions of employment or of work or educational environment of a third-party complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint, or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as

appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC), and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the TSPC.

The superintendent shall ensure appropriate periodic sexual harassment training awareness or information is provided to all supervisors, staff members, and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses, or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members, and third parties, posted on the district's website, and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in all schools. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

The superintendent will establish a process for reporting incidents of sexual harassment.

General Procedures

When information, a report, or a 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 JBA/GBN-AR (1) - Sexual Harassment Complaint Procedure and JBA/GBN-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.

Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)

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

Federal Law (Title IX) Sexual Harassment Complaint Procedure

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

Talented and Gifted (TAG) Programs and Services Complaints

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

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

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

STUDENT EDUCATION RECORDS**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official 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 parent and eligible student notice and consent will comply with all state and federal laws.

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

Permanent records 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.

Providing a student's social security number is voluntary and will be included as part of the student's permanent record only if 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.

Access/Release of Education Records

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 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 years of age or older), may inspect and review education records during regular district hours.

Provision for Hearing to Challenge Content of Education Records

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

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The 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 chosen by the eligible student or student’s parent(s); and
- c. A disinterested, qualified third party appointed by the superintendent.

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

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. 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 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 Board policy and administrative regulation may be obtained by contacting the office.

Requests for Education Records

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

Transfer of Education Records

The district shall transfer originals of all requested student 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 transfer shall be made no later than 10 days after receipt of the request.

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

STUDENT SEARCHES**

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

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

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

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

District-owned storage areas assigned for student use, such as lockers, and desks, may be routinely inspected. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance or 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 school rule, the Student Code of Conduct, Student/Parent Handbook may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning of Students

If a law enforcement official is allowed to question or meet with students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

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

STUDENT SUICIDE PREVENTION

The Prevention Plan document is on the website under 'Departments' - 'Suicide Prevention Plan'

Here is the link: <https://www.nestucca.k12.or.us/do/content/2022.08.22-NVSDPreventionPlan.pdf>

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

Identified student 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

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

Informal Process

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

Formal Process

1. The parent shall submit a written request for reconsideration of the identification/placement to Heidi Schultz, within five working days of the conference identified in the informal process.
2. The Megan Kellow shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the Heidi Schultz.

3. Heidi Schultz 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 procedures.
4. A decision will be made by Megan Kellow 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.
5. The decision may be appealed to the Board.
6. If the parent is still dissatisfied, they may file an appeal to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 - 002-0023. The district shall provide a copy of the OARs upon request.

Programs and Services

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

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, ALCOHOL, DRUGS OR INHALANT DELIVERY SYSTEMS

Student possession, use, sale of distribution of any tobacco product 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 a tobacco cessation product 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 a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

TRANSCRIPT EVALUATION

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation, and/or school rules.

TRANSFER OF STUDENTS**

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

TRANSPORTATION OF STUDENTS**

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

Transportation Rules

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

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling, or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons, or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved service animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms, or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students, and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary Procedures for Violations of Transportation Rules

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

Step One - Warning: The driver verbally restates behavior expectations.

Step Two – Citation: The driver issues the **first** written citation.

Step Three – Citation: The driver issues the **second** written citation and arranges an assigned seat for student.

Step Four: Citation: The driver issues the **third** written citation. The student is suspended from the bus until a conference, arranged by Chad Holloway, has been held with the student, the parent, the bus driver, Chad Holloway and the principal.

Step Five: Citation: The driver issues the **fourth** written citation. The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged Chad Holloway, has been held with the student, the parent, the bus driver, Chad Holloway and the principal. Further violations of bus regulations will be considered a severe violation.

Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by Chad Holloway involving the student, the bus driver, Chad Holloway, the parent, and the principal. In all instances, the appeal process may be used if the student and/or parent desires.

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

VEHICLES/BICYCLES/SKATEBOARDS ON CAMPUS**

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that they hold a valid driver’s license, the vehicle is currently registered, and that the student driving the vehicle is insured under a motor vehicle liability insurance policy.

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

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

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

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

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

VISITORS**

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

Weighted GPA/ CLASS RANKING

To account for differences in difficulty across courses, we will start using a “weighted GPA,” which awards bonus points to grades received in honors courses, as well as college courses. As an example, if a student receives an A in a high school course, in order to figure out that student’s GPA, he/she would get four points. If that same student took a class identified as an Honors course, he/she would receive 4.5 points for the A. If the student took a college level course, he/she would receive 5.0 points for the A.

GRADE	High School Course Point Value	Honors Course Point Value	College Course Point Value
A	4.0	4.5	5.0
B	3.0	3.5	4.0
C	2.0	2.5	3.0
D	1.0	1.5	2.0

