

Highland Elementary School Parent-Student Handbook

Leaders Striving for Excellence



*Highly Respectful
Amazingly Responsible
Wonderfully Safe
Kindhearted Kids
Super Students*

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PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Board policies are available at the district office and on the district web site. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

****As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred or a foster parent, as defined in OAR 581-015-2000. THE STATUS AND DUTIES OF A LEGAL GUARDIAN ARE DEFINED IN ORS 125.005 (4) and 125.300 – 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056.**

Reedsport School District 105 does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital or parental status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008. Board policies AC, ACA, ACA-AR, JB-AR, JBAA, JO/IGBAB.

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

Dan Forbess, Equal Education Opportunities Compliance Officer

GUIDELINES FOR STUDENT RESPONSIBILITY

Dear Highland Families and Students:

At Highland we believe every student has the capacity to be a leader. We are grateful to REEF and our community for their support in helping us make “The Leader in Me” commitment toward helping every child reach their individual leadership potential. Highland Elementary incorporates the values and principles of Dr. Stephen R. Covey to help students discover “The Leader in Me”.

Habit 1: Be Proactive

- Take initiative.
- Manage change.
- Respond proactively.
- Keep commitments.

Take responsibility and practice accountability.
Create positive education results.

Habit 3: Put First Things First

- Execute strategy.
- Apply effective delegation skills.
- Focus on important activities.
- Apply effective planning and prioritization skills.
- Balance key priorities.
- Eliminate low priorities and time-wasters.
- Use planning tools effectively.
- Use effective time-management skills.

Habit 5: Seek First to Understand Then to Be Understood

- Apply effective interpersonal communication.
- Overcome communication pitfalls.
- Apply effective listening skills.
- Understand others.
- Reach mutual understanding.
- Communicate viewpoints effectively.
- Apply productive input and feedback.
- Apply effective persuasion techniques.

Habit 7: Sharpen the Saw

- Achieve life balance.
- Apply continuous improvement.
- Seek continuous learning.

Habit 2: Begin With the End in Mind

- Define vision and values.
- Create a mission statement.
- Set measurable team and personal goals.
- Start projects successfully.
- Align goals to priorities.
- Focus on desired outcomes.

Habit 4: Think Win-Win

- Build high-trust relationships.
- Build effective teams.
- Apply successful negotiation skills.
- Use effective collaboration.
- Build productive relationships.

Habit 6: Synergize

- Leverage diversity.
- Apply effective problem solving.
- Apply collaborative decision making.
- Value differences.
- Build on divergent strengths.
- Leverage creative collaboration.
- Embrace and leverage innovation.

The adults at Highland Elementary are committed to empowering students to become leaders. We will help every student unlock their leadership potential. Get ready to live the seven habits and **have a great year!**

ADMISSION

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

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

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

Alternative educational services will not be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district. Board policies JEC, JECA, JECAA, JECB, JECB-AR.

ALTERNATIVE EDUCATION PROGRAMS**

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

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

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

The district pays the alternative education program cost or an amount equal to 80% of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

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

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

If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student/and or parent, there is no obligation to propose or fund a second program. Board policies IGBHA, IGBHB.

ALTERNATIVE EDUCATION PROGRAMS – ESTABLISHMENT

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

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

Proposals for alternative education programs shall include the following:

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

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

ALTERNATIVE EDUCATION NOTIFICATION

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

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct. Page 9);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by case basis.);
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

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

Notification shall include:

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

Board policy IGBHC.

ASBESTOS

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

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

The head custodian serves as the district's asbestos program manager and may be reached for additional information. Board policies EB, EBA.

ASSEMBLIES

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

ASSESSMENT PROGRAM

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education. A series of educational standards have been adopted by the Oregon State Legislature to prepare our children for the life in the 21st century student. Board policies ILBA, ILBA-AR.

ASSIGNMENT OF STUDENTS TO CLASSES

The Highland Elementary Staff begins the process of developing classroom placements for the upcoming year each spring. Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Creating balanced classrooms with the ultimate goal of ensuring all students receive the very best educational opportunities is at the forefront of Highland Elementary School's placement process. Requests to change a student's assigned class must be directed to the principal in writing. Final decisions are the responsibility of the principal. Our goal is for every student to be in a supportive and challenging environment. Board policy IHB.

ASSIGNMENT OF STUDENTS TO SCHOOLS

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

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

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the district fund the private services. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request. Board policy JECC.

ATTENDANCE

Consistent attendance is key to school success.

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 who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school.

Failure to send a child to school is a Class C violation of law and is punishable by a court-imposed fine, as provided by ORS 339.095.

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

1. The Superintendent or his designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district;
4. The parent has the right to request:
 - a. An evaluation to determine if the student should have an individual education program (IEP), if the student does not have one; or
 - b. A review of the student's current IEP.
5. A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 4. Above, if requested by the parent, has been completed.

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

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

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

Irregular Attendance Process

When irregular attendance is identified, the following steps will be implemented until the problem is corrected.

- Level 1 Verbal communication with the student and possibly parent/guardian.
- Level 2 When absences reach 10%, attendance secretary will send letter to parent/guardian notifying of the attendance problem, pertinent law, and student's attendance information.
- Level 3 When absences reach 13%, building administrator will send letter to parent/guardian notifying of the attendance problem, pertinent law, and student's attendance information.
- Level 4 When absences reach 16%, building administrator will send Notice of Compulsory Attendance Noncompliance and establish a required conference with parent/guardian and other school staff as determined appropriate. Conference will be conducted.
- Level 5 When absences reach 20% (twice the State Truancy) parents will be cited into court under the provisions of law.
- Level 6 Court appearance required and decision of judge



Absences and Excuses

When a student is absent, the parent/guardian is asked to contact the school or the Reedsport School District's Global Connect System call will contact the parent/guardian regarding the student's absence.

When returning to school after an absence, a student must bring a note signed by the parent/guardian that describes the reason for the absence.

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

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

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

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

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

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

Tardiness

1. Students are tardy when not in class and ready to work at the beginning of the school day – 8:10 a.m.
2. Tardy students are to report directly to the office.
3. Excused tardies may include family emergencies, or being detained by a staff member.
4. Four unexcused tardies count as one unexcused absence.

Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion and ineligibility to participate in athletics or other activities. Board policies JEA, JEBA, JED, JEDA, JEF-AR, JEFB.

BICYCLES ON SCHOOL GROUNDS

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. Bikes should always be walked on school grounds. The district assumes no responsibility or liability for loss or damage to vehicles or bicycles. Board policy JHFC.

BIRTHDAY PARTIES

Birthday parties are discouraged during the school day. If you wish to send a treat, please contact your child's teacher **two days** prior to the day. Treats containing nuts or excessive sugar are discouraged. **No party invitations or birthday gifts may be passed out at school unless there is enough for the whole class.**

CLASSROOM CELEBRATIONS

Highland Elementary School recognizes the need to celebrate seasonal holidays with respect for all individual beliefs. Classrooms may hold seasonal celebrations on the school day on or near a holiday. Opportunities for students to celebrate in a traditional manner are acceptable during that last hour of the day. If a costume is included it must be appropriate and should not include look-a-like weapons, threatening or disrespectful attire. Not all classrooms participate in seasonal celebrations including costumes.

Due to the County and State Health Department concerns for the continued danger of spreading hepatitis, only **pre-packaged commercially prepared food items may be brought to school** for classroom parties and other special events.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as sports 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. Board policies IGD, IGDD, IGDA.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse so that other students who have been exposed to the disease can be alerted. A student with a school excludable disease is not allowed to attend school while the disease is contagious. Children must be excluded from school until the condition is no longer present, or until the student is cleared to return by a licensed physician or by the school nurse. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a health professional/school official. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated, and student is excluded with live lice only. These diseases include chicken pox*, cholera, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections* tuberculosis, pandemic flu. Parents with questions should contact the school office/nurse. Board policy JHCC, JHCCF.

Communicable Disease Appendix II

DO NOT SEND AN ILL CHILD TO SCHOOL. If your child is ill or his/her fever is higher than 103 degrees, contact your health care provider for advice. If you need help in finding a health care provider, you may contact your local health department.

Children with measles, chicken pox/shingles, fifth disease, rubella or hepatitis may cause dangerous illness in others, so please call the office if your child has any of these diagnoses.

When Should I Keep My Child Home?

Student's Symptoms/Diagnosed Illness:

Fever greater than 100.5 degrees (orally).

Rash or rash with fever – new or sudden onset.

Yellow or brown drainage from eyes or unusual drainage from other parts of the body, such as a draining sore.

Vomiting.

Diarrhea: 3 loose or watery stools in one day.

Cough: Deep, barking, congested or productive of colored mucus.

White, clay-colored or bloody stool.

Yellow color of skin or eyes.

Brown or bloody urine.

Stiff neck or headache with fever.

Unusually sleepy, lethargic or grumpy.

Strep throat diagnosed by Health Care Provider

After an illness of 2 or more weeks, surgery or other
Change in health status.

Student May Return to School When:

Temperature below 100 degrees (orally) for a minimum of 24 hours without the use of Tylenol or other fever-reducing medicine.

Rash disappears. Written or phone consent from doctor to school nurse.

Discharge must be gone or the student must have a written or phone consent from doctor to school nurse.

Symptom-free for 24 hours.

Symptom-free for 24 hours.

Symptom-free or student must have been on antibiotics for 24 hours or have a written or phone consent from a doctor to school nurse. Antibiotics are not effective for viral illnesses. When antibiotics are prescribed for bacterial infections, take all medications as prescribed until gone.

Written or phone consent from doctor to school nurse.

Written or phone consent from doctor to school nurse.

Written or phone consent from doctor to school nurse.

Symptom-free or written or phone consent from doctor to school nurse.

Symptom-free or written or phone consent from doctor to school nurse.

Must have been on antibiotics for 24 hours and have written or phone consent from doctor to school nurse. If no antibiotic given, call school nurse before sending child to school.

Written instructions from doctor and parent regarding medication or special health needs must be provided to the school nurse.

The RN may consult with your physician about his or her recommendations to return your child to class.

COMPUTER USE

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including e-mail access, is strictly prohibited for personal use, in addition to official district business consistent with Board policy, the general use prohibitions/guideline/etiquette and other applicable provisions set forth in administrative regulations.

The district's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The online activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using e-mail, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called "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 or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

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

CONDUCT

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

Student Code of Conduct

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

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

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

1. Assault
2. Hazing, harassment+ intimidation+ bullying or menacing+ [as prohibited by Board policy JFCF-
Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence-Student and
accompanying administrative regulation];
3. Coercion+;
4. Violent behavior or threats of violence or harm+ [as prohibited by Board policy JFCM – Threats of Violence];
5. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon* [as prohibited by Board policy JFCJ – Weapons in the Schools];

7. Vandalism/Malicious Mischief/Theft, [as prohibited by Board policies ECAB – Vandalism/Malicious Mischief/Theft and JFCB – Care of District Property by Students] including willful damage or injury to district property; or to private property on district premises or at school-sponsored activities;
8. Sexual harassment; [as prohibited by Board policy JBA/GBN – Sexual Harassment and accompanying administrative regulation];
9. Use of tobacco**, alcohol** or drugs**, including drug paraphernalia; [as prohibited by Board policy(ies) [JFCG/JFCH/JFCI – Use of Tobacco Products, Alcohol or Drugs or Inhalant Delivery Systems] [JFCG/KGC/GBK – Prohibited Use, Possession, Sale or Distribution of Tobacco Products and Inhalant Delivery System, JFCH – Alcohol and JFCI – Substance/Drug Abuse];
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a staff member's authority, including persistent failure to comply with the lawful directions of teachers, staff or school officials;
13. Violation of district transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

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

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such request to ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

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

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

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

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

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

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

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

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

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

CONFERENCES

Conferences are scheduled for the fall, winter and spring. The purpose of the conferences is to review student progress and goals. Teachers 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. Highland encourages families in need of additional information or with questions or concerns to contact the classroom teacher or principal. A parent who wishes to contact a teacher may call the office for an appointment before or after school, during the teacher's preparation or request that the teacher call the parent to arrange a mutually convenient time. Board policy IKAB.

CRIMINAL BACKGROUND CHECKS

In an effort to ensure the safety of our students, all volunteers, to include parents chaperoning a field trip, watching swimming or eating lunch in the cafeteria are required to complete a Criminal History Verification of Applicants/Volunteers and a background check.

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 the student's grade reports, diploma and records may be withheld. See Fee, Fines and Charges. Board policy ECAB, JFCB.

DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

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

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

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

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

When students commit drug and alcohol-related offenses, school imposed discipline may also include completion of a district selected and approved drug and alcohol assessment and rehabilitation program. Board policy JG, JGB, JGD, JGE.

Detention

A student may be detained for recesses during the school day if the student violates the Student Code of Conduct.

Discipline of Students with Disabilities

When a student being served by an Individual Education Program (IEP) engages in conduct which would warrant suspension of more than ten 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 and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

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

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings 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. Board policy JGDA/JGEA.

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 out-of-school expulsion of a student in the fifth grade or below, is limited to:

1. Non accidental conduct causing serious physical harm to a student or employee;
2. 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
3. When the expulsion is required by law.

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

An expulsion shall not extend beyond one calendar year.

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

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 district may require a student to attend school during non-school hours as an alternative to suspension. An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

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

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

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 non-student without the approval of the administration.

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

The district may designate the time, place and manner for distribution. If material is not approved within 24 hours of the time that is was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the principal; material not approved by the principal within 3 days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint. Board policies IB, IGDB, IIBGB, KJA, KI.

DRESS AND GROOMING

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

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

Students are expected to come to school neatly groomed and dressed appropriately to reinforce the learning environment. The school is considered a place of business and expects students to dress accordingly. Good grooming and proper dress is important at all times.

All students should follow the guidelines listed below:

1. Any clothing or jewelry exhibiting profanity, obscenities, promotion of tobacco, alcohol, or any drug-related item is prohibited.
2. Shirts that expose the midriff area are not allowed.
3. Straps on shirts or blouses must be at least 1 inch thick
4. Hats, bandanas, and do-rags are to be worn outside of building only, except for special activities approved by the principal.
5. Shorts, skirts, and dresses must be below the fingertips when arms are extended at the sides.
6. Student's shoes must not have a heel over 1 inch for safety reasons.
7. All students must wear appropriate shoes. (NO flip flops, slides, or slippers)
8. Pajamas, fleece and flannel bottoms are not allowed to be worn at school except for special activities approved by the principal.
9. No tube, racer-back, cut away, low cut, see thru, net or otherwise revealing tops.
10. Pants must be worn at the waist. (Even with a covering shirt, pants must be worn at the waist)
11. No electronic devices should be worn in class unless used in instruction.

Any student with items deemed inappropriate by the administration, will be expected to change clothing immediately. Board policy JFCA.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct. Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment. The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the school office for information on district and community resources available to assist students in need. Board policy IGAEB.

ELECTRONIC DEVICES

Electronic devices such as Cell Phones, iPods, Game Boys, CD Players, MP3 Players, Radios, iPads, and Kindles are not allowed at school. Personal electronic devices shall be turned off during instructional or class time, or at any other time where such use of the device would cause a disruption of school activities. If any of the above are brought to school, they need to remain in the student's backpack. If a student brings an electronic device to school it will be confiscated and given to the student or parent after the school day. Reedsport School District and its staff members are not responsible for any lost or stolen items. Board policy JFCEB.

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

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month in accordance with the requirements of the law.

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

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

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

EMERGENCY MEDICAL TREATMENT

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

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

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. Parents are urged to make arrangements for the care of their children in event of emergency school closure. Such closures will be announced through the Reedsport School District's Global Connect System. Board policy EBCD.

EMERGENCY SCHOOL CLOSURE MAKE-UP

If a school or schools are closed due to threat(s) the district will, if determined appropriate by the administration, exercise the option of making up the lost instructional time. If this action is taken, the information will be communicated as quickly as is reasonable. Board policy EBCD.

FEES, FINES AND CHARGES

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

1. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
2. Voluntary purchases of pictures, publications, etc.
3. Student accident insurance;
4. Fees for damaged library books and school-owned equipment;
5. Field trips; considered optional to the district's regular school program;
6. Admission fees for certain extracurricular activities;

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

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

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

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

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

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 that students are subject to the school's student conduct rules, applicable board policies and such other rules that may be deemed appropriate by the field trip supervisor.

A student can lose the privilege of participating in a field trip when their behavior consistently violates the Student Code of Conduct.

All students must have a signed parental permission form to attend the field trip, or they will not be allowed to attend.

Only students from the grade level(s) scheduling the field trip may attend.

Due to safety reasons, Chaperones may not bring younger siblings on a field trip.

Only approved chaperones and designated staff members may ride the bus on field trips.

All chaperones will be required to have a background check prior to attending any field trip.

Chaperoning is on a first come first go basis, as students and teachers may limit the number of seats available for chaperones to ride on the bus. Car pooling of chaperones is permissible but all students must ride the bus to the designated field trip. Parents may transport their own child coming home from the field trip, but not those of other parents.

Legal guardians may pick up only their children from a field trip once they have signed a release form from the teacher responsible for the field trip. Board policy IIC.

FLAG SALUTE

Students will be provided an opportunity to salute the United States Flag at least weekly by reciting *The Pledge of Allegiance*. Individual students who do not participate in the salute must maintain a respectful silence during the salute. Board policy INDB.

FUND RAISING

The Highland Parent Organization may occasionally conduct fund-raisers. An application for permission must be made to the principal at least one month 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 student activities at school. The principal is responsible for administering student activity funds. The student body business manager serves as the student government representative in administration of student activity funds. Board policy IGDG, IGDF.

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 and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation.

No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act 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. Board policy JFCE, JFCEA, JFCM.

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 non-attendance due to religious reasons, a student's disability or an unexcused 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. Board policy IKAD.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE

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

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

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

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

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

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

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

“Teen Dating violence” means:

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

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

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

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

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

“Retaliation” means hazing, harassment, intimidation, menacing or bullying, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation or hazing, harassment, intimidation, menacing or bullying, teen dating violence, and acts of cyberbullying or retaliation.

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

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the board chair. All complaints will be promptly investigated with the following procedures:

- Step 1 Any hazing, harassment, intimidation, bullying or menacing acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to administration. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.
- Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

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

- Step 3 If the complainant is not satisfied with the decision at Step II, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.
- Step 4 If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation, bullying, menacing, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office. Board policies JFCF, JFCF-AR, JFCFA, GBNA.

HOMELESS STUDENTS

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

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Ted Homenick, the district's liaison for homeless students. Board policy JECBD.

HOMEWORK

PURPOSE: We believe that the purpose of homework is to allow for the practice of skills, to develop a sense of responsibility and independent study habits in students, and to establish a routine of daily study time. Students may have homework/daily study time to:

- Complete work started in class
- Complete make-up work from absences
- Enrich classroom lessons
- Practice and reinforce skills (math facts, spelling words, reading, etc.)

GUIDELINES: Each classroom teacher sets expectations for student homework. Students should expect to spend 20-40 minutes on homework each afternoon or evening. 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 complimentary to the classroom process. Generally, teachers will not assign homework on weekends or holidays, although there may occasionally be exceptions, such as completing work missed due to absence, or overdue assignments. Students may also choose to spend some weekend or holiday time working on long-range assignments.

DAILY STUDY TIME: There is the expectation for daily study time. Daily study time may consist of completing assignments not completed in class, studying spelling words, reviewing math facts, studying for tests, reviewing daily reading from textbooks, reading for pleasure, or a parent reading to their child. If a child does not have homework assigned, parents are encouraged to have their child spend their daily study time in a combination of the listed activities. Again, typically approximately 10 minutes per grade level should be spent on homework or study time each evening. By having your child read or study, even when no assignment is due, you are helping to develop in your child the habit of studying on a regular basis.

PARENT SUPPORT: Parents can help their children with homework/study time by providing a quiet place in which to work, appropriate materials, and a consistent time each day in which to do homework or study time. While parents should not do the homework for their child, they can help by being available to help their child, by providing positive reinforcement, and by making sure assigned work is completed and returned on time. If a child does not have homework, they may use study time to work on reading, studying math facts, studying spelling words, etc. While often not thought of as homework, these activities are important for developing skills and for establishing regular study habits.

Parents may request homework for a child who misses two or more days of school by calling the school office. If homework is being requested due to an absence, a 24 hour notice is required.

Late work will not be accepted beyond one week from when it was due without teacher approval. Full credit will only be received for late assignments when the student has had an excused absence. Board policy IKB.

IMMUNIZATION, VISION SCREENINGS AND DENTAL SCREENING

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

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

The parents of a student who is 6 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:

1. The student has received 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 parents or guardian of the student.

The parent of a student who is 6 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, within the previous 12 months received a dental screening.

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

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

Board policy JHC, JHCA, JHCB.

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 is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases. Board policies JHCCA, JHCCC, EBBAA, GBEBA, GBEBB, GBEDB, GBEBDA.

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 the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

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

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

* HIV - Human Immunodeficiency Virus, AIDS - Acquired Immune Deficiency Syndrome, HBV - Hepatitis B Virus, HCV - Hepatitis C Virus Board policy JHCC, JHCCA-AR, JHCCA.

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. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures. Parents with questions about the district's AIDS, HIV, HBV, and HCV health education programs should contact the superintendent. Board policy IGAI.

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. Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have: (1) purchased the student accident insurance; (2) shown proof of insurance; or (3) signed a form rejecting the insurance offer. Board policy JHA.

ITEMS NOT ALLOWED TO BE BROUGHT TO SCHOOL

Toys, trading cards (i.e. Yugioh, Pokemon), laser lights, fidget spinners, and permanent markers are not allowed at school. Loss or breakage of toys will not be the responsibility of the school. This is not an exhaustive list; other items may be added during the school year without notice if it is determined they interfere with the learning environment. Exceptions can be made at the discretion of the administration.

LOCAL WELLNESS

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

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the Lost and Found located in the gym or to the school office. Unclaimed articles will be disposed of at the end of each nine weeks. It is strongly recommended that valued items of clothing be permanently marked with the child's first and last name. **Loss or suspected theft of personal or district property should be reported to the school office.** Board policy JN, JFCB.

LUNCH/BREAKFAST, FRUIT/VEGETABLE SNACKS & AFTER SCHOOL SNACK PROGRAM

The district participates in the National School Lunch, School Breakfast, School Special Milk and Commodity Programs and offers free meals to all students. Additional information can be obtained in the office.

Breakfast is served daily at 7:45 a.m. in the cafeteria. There is no charge for: Breakfast, Mid-morning snack, Lunch, Mid-afternoon and After School snack. Lunches are served daily to students by class. After School snacks are served at 3:25 p.m. in the classroom. If your student brings a cold lunch to school and wants to purchase a milk, the price is \$0.35. Milk needs to be paid for the day of purchase. There will be no student MealTime accounts any longer.

All Parents, with an approved criminal history background check, are welcome to join their children for lunch by calling the office by 8:45 a.m. Adult lunches are \$3.25.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability."

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

MEDIA ACCESS TO STUDENTS

Media representatives may not interview and photograph students involved in instructional programs and school activities without parent or eligible student authorization or otherwise provided by Board policy and law.

Parents who do not want their student interviewed or photographed should direct the office staff 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. Board policy JOD.

MEDICINE AT SCHOOL

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities, under the supervision of school personnel on a temporary or regular basis when necessary. Medication forms must be filled out in the office for all medications, prescription or nonprescription.

District Administered Medication

Requests for the district to administer medication shall be made by the parent in writing and shall include permission from the parent.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage method of administration, frequency of administration and any special instructions. A prescription label prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner meets the requirements for written instructions from the physician, if the information above is included. Written instructions with permission of the parent, which include the information above, are required for all requests to administer nonprescription medication.

All medication to be administered by the district is to be brought to school by the parent in its original container.

Medication not picked up by the parent within 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.

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030). A process shall be established by which, upon parent written request, a backup prescribed auto injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

Premeasured Doses of Epinephrine

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

OFFICE REFERRALS/BEHAVIOR TRACKERS

Students at Highland are expected to follow the rules in order to maintain a safe and productive learning environment. Students who demonstrate an inability to follow the rules receive consequences for their actions.

Office Referrals – are given for misbehaviors in the classroom, halls, cafeteria and on the playground. These are dealt with in a timely manner and are written by the classroom teacher, principal or other staff members.

Students who receive an office referral may receive the following consequences: spending time in lunch detention, in the Principal's office or in another classroom during recesses and/or other activities. Students may be given "school service" jobs such as helping to clean up school grounds. The consequences for receiving a referral will be decided upon by the principal.

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 child to put a high priority on their education and to commit them to making the most of the educational opportunities the district provides;
2. Keep informed of district activities and issues. The monthly parent newsletter, open houses, parent/teacher conferences, and Highland Parent Organization meetings provide opportunities for learning more about the school and district.
3. Become a Highland volunteer. All volunteers will be required to have a background check through Reedsport School District.
4. Participate in district parent committees. The activities are varied, ranging from graduation activities to the buildings site council, with its emphasis on instructional improvement.

Board policy JECAC, GBH.

PARENTAL RIGHTS

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

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

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

Instructional materials used as part of the school's curriculum, may also be reviewed by the student's parents. Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours. Board policy KAB.

PARENT/STAFF RELATIONS

The district encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to his/her student and to consult with teachers concerning his/her student's welfare and education.

"It shall be the responsibility of the custodial parent to notify the District of any restriction on the release of a student to the non-custodial parent, or the presence of any valid restraining order or other judicial decree barring contact by the non-custodial parent.

Absent such written notification, it will be presumed that the non-custodial parent is authorized to pick up his or her child from school."

Parents and staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the office. Board policy GBH, GBHA.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Students may not possess personal communication devices in district facilities, during the school day, such as computers, tablets iPads, cell phones and similar devices on school property subject to the limitations set forth in Board policy and consistent with any school rules established by the principal. 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 media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.

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

Social media Web sites are Web sites such as, but not limited to, Facebook, Myspace and Twitter.

Students permitted to possess a personal communication device are prohibited from having the device on active mode during class time where such use of the device would cause a disruption of school activities, THIS INCLUDES TEXT MESSAGING! Use and possession of such devices at school-sponsored activities or at other times during the school day will be determined by the building principal.

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

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

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

PETS

No animals or pets are to be brought to school unless approved by the principal. Pets are not allowed on buses. Board policy ING.

POSTERS

The principal must first approve signs, banners or posters that a student wishes to display.

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

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request. Board policy IGBHD.

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. Board policy IKE, JECDA.

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 unless signed out by a parent or other approved adult. (This includes students who arrive at school in the morning on the school bus or dropped off by parents, and want to leave school property to visit a business establishment.) The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law. Board policy JEDB, JEF.

REPORTS TO STUDENTS AND PARENTS

Written reports of student progress and absences shall be issued to parents at least four times a year, in addition to parent/teacher conferences scheduled during the year. Parents will be notified of student benchmark progress as appropriate. Progress 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 three 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. If a student receives a nine-week report of less than average in any class or subject, the parent may be requested to schedule a conference with the teacher of that class or subject. Board policy IK, IKA, IKAB.

SKATEBOARDS, SKATES, SCOOTERS, HEELYS/ROLLER SHOES AND ROLLERBLADES ON SCHOOL GROUNDS

The use of skateboards, skates, scooters, roller blades, roller shoes and other similar devices are prohibited on school property at all times unless the building principal gives permission for a specific activity.

The district assumes no responsibility or liability for personal injury or loss or damage to skateboards, skates, scooters or roller blades or Heelys/Roller Shoes. Board policy JHFA.

STUDENT SEARCHES

Searches

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion, based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and or others at 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 areas which could contain the items 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 or dangerous circumstances exist.

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

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

Questioning of Students

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

Parents are advised that when an Oregon Department of Human Services or 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. Board policy JHFE, KN, KN-AR.

SPECIAL PROGRAMS

Bilingual Students [English Language Learners]

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

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

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

Special Education

Parents with students who qualify for special education services must notify the district prior to unilaterally placing their child in a private placement—either at the last IEP meeting prior to the unilateral placement, or in writing at least ten days prior to making the unilateral placement.

Students with Disabilities

The Reedsport School District provides programs and services for students with disabilities. A student or parent with questions should contact the Reedsport School District Office at (541)2713656, or write for information to: Special Education Department 2605 Longwood Dr., Reedsport, OR 97467. Board policy IGBA.

Title 1 Services

Highland Elementary 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 1 program efforts. Notification will be provided of meetings held to inform parents of participating students of the schools participation in and requirements of Title 1. Students or parents with questions should contact the building administrator.

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

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

Additionally, the school will provide parents with:

1. Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
2. Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law. Board policy IGBC.

STUDENT/PARENT COMPLAINTS

Public Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within 10 working days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 10 working days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, the complainant may appeal to the Board in care of the superintendent within 10 working days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. The complainant may appeal the decision to the Board within 5 working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision is final. Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board. Board policy KLD, KL.

Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis prescribed by law should contact the superintendent, the Equal Educational Opportunities Compliance Officer, at the school district offices, 100 Ranch Road, Reedsport, OR. Board policy JB, AC-AR.

Education Standards Complaints

Any resident of the district or parent of a student attending district schools may make an appeal or complaint, alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, the complainant will be provided upon request a copy of all applicable district complaint procedures.

After exhausting local procedures or if the district has not resolved the complaint within 90 days of the initial filing of a written complaint with the district, whichever occurs first, any complainant may make a direct appeal to the State Superintendent of Public Instruction. Board policy LGA.

Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All "Reconsideration Request Forms" must be signed by the complainant and filed with the superintendent. A reconsideration committee, 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. Board policy KLB.

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 immediately be admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations. Board policy JECBD.

Staff Sexual Conduct with Students

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

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

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. In the event the designated person is the suspected perpetrator, the Board chair shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified. The district will provide annual training to district employees, parents and student regarding the prevention and identification of sexual conduct. Board policy JHFF.

Students with Disabilities Complaints

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

Students with Sexual Harassment Complaints

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

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

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

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

- STEP 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- STEP 2 The district official receiving the information or complaint shall promptly initiate an investigation. The district official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

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

- STEP 3** If a complainant is not satisfied with the decision at Step 2; the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within ten working days.
- STEP 4** If a complainant is not satisfied with the decision at Step 3; the complainant may submit a written appeal to the Board. Such appeal must be filed within ten working days after receipt of the Step 3 decision. The Board shall, within twenty working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within ten working days following completion of the hearing.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, and Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliances officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

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

Students or parents with complaints not covered by this student handbook should contact the principal. Board policy JBA-AR, GBN-AR.

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

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

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

Permanent records are maintained in a minimum one-hour fire-safe place in the school office by the principal. Permanent records shall include:

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

The district may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent complies with the request. The request shall include notifications to the eligible student or the student's parents that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

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. Board policies JO, IGBAB, JOA, JOB.

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, 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. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the eligible student or student's parents; and
 - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

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

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

Requests for Education Records

The district shall, within ten 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, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than ten days after receipt of the request.

Student report cards, records of diplomas may be withheld for nonpayment of fines or fees. See Fees, Fines and Charges. Records requested by another school district to determine the student's progress may not be withheld.

Social Security Number

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purpose 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. Board policy JOA, JOB.

Student Restraint and Seclusion

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less-restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee [or volunteer] as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to, others.

Any student being restrained or secluded within the district, whether an emergency or as part of a plan, shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above. Board policy JGAB, JGAE.

STUDENT RECOGNITION

Highland School provides a variety of student recognition programs to motivate pupils and promote excellence. Teachers may use incentives such as class parties to celebrate group goals as well as reward systems to motivate individuals. Board policy JI

STUDENT SCHEDULES

7:45	Students may enter the building for breakfast in the cafeteria.
8:05	Classes begin.
8:10	Tardy bell rings
3:25	After School Snack served and walkers dismissed if not eating snack.
3:45	Busses leave.

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours 8:05 a.m. – 3:45 p.m., while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities. Additionally, supervision is provided for those students who arrive early on a bus or must wait after school for their bus. At dismissal time students are to go directly home or to other arranged care. **Great Afternoons offers childcare services before and after school. They can be reached at 541-271-5283.** Board policy JH, JHFA.

SWIMMING PROGRAM

Students in grades K-6 will participate in an instructional swimming program during the school day. This is a graded class which is considered part of Highland's regular instructional curriculum. Students not participating in the swim program will require a parent/guardian note requesting non-participation for the duration of the program, or a written medical excuse. Students not participating in the program will be displaced during their swimming period to a classroom. In accordance with dress and grooming, (pg. 13) exposing the midriff is not allowed, therefore one piece swim suits are required.

TALENTED AND GIFTED PROGRAM:

Identification of Talented and Gifted Students

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

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students or Smarter Balanced or other state adopted assessments.

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

Appeals

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

Informal Process:

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

Formal Process

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

Programs and Services

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

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 ten school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

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

Board policy IGBB, IGGBA, IGGBD, IGBBE

SCHOOL PHONES ARE FOR SCHOOL BUSINESS PURPOSES ONLY.

Student use of telephones is limited to emergency situations, not to make after school visiting arrangements or to call for forgotten items. Use of the telephone is left to the discretion of school personnel.

Please make after school plans before your child leaves for school in the morning.

THREATS

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

Students in violation of the district's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability. Board policy JFCM, JFCF.

TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS

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

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

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

TRANSPORTATION OF STUDENTS

The District contracts with Lewis Transportation Company, Inc. for bus service. Bus stops are established each fall by the administration and Lewis Transportation. 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 will obey the driver at all times.*
2. Students will not throw objects.*
3. Students will not have in their possession knives, guns or any other objects which might be used as a weapon.*
4. Students will not fight, wrestle or scuffle.*
5. Students will not stand up and/or move from seats while the bus is in motion.*
6. Students will not extend hands, head, feet or objects from windows or doors.*
7. Students will not possess matches or other incendiaries and concussion devices.*
8. Students will use emergency exits only as directed by the bus driver.*
9. Students will not damage school property or the personal property of others.*
10. Students will not threaten or physically harm the driver or other riders.*
11. Students will not do any disruptive activity, which might cause the driver to stop the bus in order to reestablish order.*
12. Students will not make disrespectful or obscene statements.*
13. Students will not possess and/or use tobacco, alcohol or illegal drugs.*
14. Students will not eat or chew gum.
15. Students will not carry glass containers or other glass objects.
16. Students will not take onto the bus skateboards or other large objects, which might pose safety risks or barriers to safe entry and exit from the bus.
17. Students will accept assigned seats.
18. Students will stay away from the bus when it is moving.
19. Students will be at the bus stop five minutes before scheduled pick up time (schedules will be posted on all buses).
20. Students will answer to coaches, teachers and chaperones that are responsible for maintaining order on trips.
21. Other _____

* These regulations, if broken are SEVERE violations with severe consequences because of the threat to oneself and/or the safety of others.

Disciplinary Procedures for Violations of Transportation Rules

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

1. **Verbal Warning:** The driver verbally restates behavior expectations and issues a verbal warning.
2. **First Citation:** If the student's behavior does not improve after several verbal warnings the driver will issue a bus citation. The citation will be given to the principal for presentation to the student for re-teaching of the expected behaviors. The citation will then be sent home with the student for a parent's signature. The student will not be able to ride the bus until the citation is signed by both the principal and parent then given back to the bus driver.
3. **Second Citation:** The student will receive a three day suspension from riding the bus for any purpose (sports and field trips). A conference will be scheduled by the principal with the transportation supervisor, student, parent, and bus driver to create a behavior contract and a bus seat may be assigned. Any further violations of bus regulations will result in a loss of bus privileges.
4. **Third Citation:** Students loses all bus privileges for the remainder of the school year.
5. **Severe Violations:** Any severe violation may result in an immediate suspension of the student up to two weeks or for the remainder of the year. There will be a hearing at this time arranged by the principal which will include the student, parent, bus driver and transportation supervisor.

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

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

VIDEO CAMERAS

Video Cameras may be used on school transportation vehicles transporting students to and from curricular and extracurricular activities. Board policy EEACCA, EEACCA-AR.

VISITORS/VOLUNTEERS

Parents and other visitors are encouraged to visit district schools.

Visitors & Volunteers: If you plan to volunteer, watch swimming, eat lunch or chaperone field trips, you need to fill out a "Criminal History Verification" form and be cleared to be in the school. The forms are available at each school office and at the School District office. The forms will also need to be turned into the district office where you will need to bring a photo ID for verification. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, **All visitors must report to the main office upon entering school property, sign in at the office and wear a visitor badge at all times when in the school.** 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 school age visitors to school.** Board policy KK, ECAA.

Revised 8/10/2017

