

Silver Falls School District

EVERGREEN

ELEMENTARY SCHOOL

STUDENT

HANDBOOK

2018-2019

Evergreen Elementary School
3727 Cascade Highway NE
Silverton, OR 97381
(503) 873-4845

TABLE OF CONTENTS

	Page
Welcome.....	5
Preface.....	6
History of Evergreen School and District Information.....	6
Calendar.....	7
School Information	
1. School Phone Number and Address.....	8
2. Hours.....	8
3. Staff.....	8
4. School Board Members.....	8
Admissions and Registration	
1. Admission.....	9
2. Assignment to Schools.....	9
3. Assignment of Students to Classes.....	9
4. Homeless Students.....	9
5. Pre-School Registration.....	9
6. Registration.....	10
7. Student Age.....	10
8. Transfer Guidelines.....	10
Attendance	
1. Absences and Excuses.....	11
2. Attendance Supervisor.....	11
3. Grade Reduction/Credit Denial.....	11
4. Leaving School During the Day.....	12
5. Make-up Policy.....	12
6. Permission to Stay After 2:45 at School.....	12
7. Pre-arranged Absences.....	12
8. Signing In and Out.....	12
9. Tardy Policy.....	12
10. Truancy.....	13
Health and Well Being	
1. Drug, Alcohol and Tobacco Prevention Program.....	13
2. First Aid Procedures.....	13
3. Head Lice/Lice Checks.....	14
4. Hearing Screening.....	14
5. HIV, HBV, AIDS – Students.....	14
6. Immunizations.....	15
7. Infection Control/HIV, HBV and AIDS.....	15
8. Infection/Disease Instruction.....	15
9. Insurance.....	15

10. Medical Protocols.....	15
11. Medicine-Self Administered.....	15
12. Medicine-Staff Administered.....	16
13. Student Dress Guidelines.....	16
14. Supervision of Students.....	16
15. Wellness.....	16
Emergency Information	
1. Address or Phone Number Change.....	16
2. Asbestos.....	17
3. Emergency Procedures.....	17
4. Fire Drills/Earthquake Drills.....	17
5. Lockdown.....	17
General Information	
1. Computer Use.....	17
2. Distribution of Material.....	20
3. Desks.....	20
4. Hazing.....	20
5. Lost and Found.....	21
6. Staff Sexual Contact.....	22
School/Community Rights and Responsibilities	
1. Damage to District Property.....	22
2. Homework.....	23
3. Media Access to Students.....	23
4. Parent Involvement.....	23
5. Parental Rights.....	23
6. Parent Teacher Community Club.....	24
7. Pledge of Allegiance.....	24
8. School News.....	24
9. Student Directory Information.....	24
10. Student Phone Use.....	25
11. Student Property.....	25
12. Use of School Facilities	25
13. Visitors.....	26
14. Volunteers.....	26
Student Records	
1. Access/Release of Education Records.....	26
2. Education Records.....	26
3. Graduation Exercises and Requirements – 8 th grade.....	27
4. Graduation Requirements – High School.....	27
5. Provision for Hearing to Challenge Content of Education Records ...	28
6. Pupils Progress and Retention	28
7. Requests for Education Records.....	29

8. Transfer of Education Records	29
Student Management	
Gangs.....	29
Off Campus/Outside of School Conduct.....	29
Searches and Questioning.....	29
Supervision of Buildings and Playground	
1. Outside Play.....	30
Activities and Programs	
1. Athletics.....	30
2. Clubs and Organizations.....	30
3. Dances.....	31
4. Feature Films.....	31
5. Fees, Fines and Charges.....	32
6. Field Trips.....	32
7. Fund Drives.....	32
8. Posters.....	32
9. Student Activities.....	32
Additional Education Programs and Services	
1. Alternative Education Programs.....	32
2. Bilingual Education.....	36
3. CARE Team.....	36
4. Child Find.....	36
5. Counseling.....	36
6. No Child Left Behind.....	37
7. Students with Disabilities.....	37
8. Talented and Gifted Program.....	37
9. Virtual/Distance Learning.....	38
Student/Parent Complaints	
1. Discrimination on the Basis of Sex Complaints.....	38
2. Education Standards Complaints.....	39
3. Instructional Materials Complaints.....	39
4. Personnel Complaints.....	39
5. Placement/Enrollment of Homeless Students Complaints.....	39
6. Student with Disabilities Complaints.....	39
7. Students with Harassment Complaints.....	39
8. Student Harassment Investigation and Hearing Process.....	40
Milk Program.....	41
Bus Program Policies	
1. Transportation Rules and Procedures for Violations.....	41

EVERGREEN ELEMENTARY SCHOOL

3727 CASCADE HIGHWAY NE, SILVERTON, OR 97381 503 873-4845 FAX 503 873-1495

WELCOME

The staff welcomes you and your child to Evergreen Elementary School. This handbook will provide information about the school and ways in which you may assist your child. We hope you will find it helpful.

The purpose of this handbook is to help parents and students to understand school policies at Evergreen School. Our handbook covers only those practices most commonly encountered during the year.

The policies and practices in this handbook will help maintain a climate at school that maximizes the learning potential of our students and the effectiveness of our staff. Our goal is to ensure an organized, safe, and healthy school environment.

Parents are always welcome at Evergreen School and we hope you will drop by and visit us. Evergreen is an exceptional school with dedicated teachers and support personnel. As partners together we can continue to be proud of our school's record of excellence, now and into the future.

It will be an exciting and successful year if we all work together. If you have questions or concerns, please contact me or your child's teacher at 873-4845. Thank you.

Sincerely,

Jamie McCarty
Principal

Preface

The Silver Falls School District prohibits discrimination and harassment on the basis protected by law, including but not limited to an individual's race, religion, color, national origin, disability, marital status, sex or sexual orientation in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act of 2008.

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

Dana Pedersen, Director of Special Programs
Dandy Stevens, Assistant Superintendent
Jennifer Hannan, Director of Teaching and Learning

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 negotiated agreements.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time with notice.

History of Evergreen Elementary School

As early as 1862, Silverton parents began to join together to form Evergreen School District. By 1864 monies were cooperatively raised and by 1865 Evergreen School was erected at its present location. According to L. F. Mascher, one of the school's founders, "the district originally reached from the Abiqua to a point a mile south of Drift Creek to Silver Creek on the north side, and by the Pudding River on the west side." From the very beginning, parents involved with Evergreen desired a quality education for their children and worked together to make Evergreen a reality. Money for the building was raised by subscription – meaning that families living within Evergreen's boundaries raised money, in the amount of \$310 to build the school. When it was realized that the cost of the school did not include blackboards, a parent willingly donated the five dollars necessary for school to begin. Later, June Drake, Silverton's beloved photographer, raised money to build a board walk made up of 2X12 boards laid side by side the entire two miles from town to the school so students wouldn't have to walk in the mud. Although in the early days Evergreen housed only 23 students, today the school boasts eighty-four. Evergreen School District unified with other Silverton High School feeder schools on July 1, 1997 and is now part of Silver Falls School District. Despite the changes in boundaries and enrollment, Evergreen's parents continue to stand together for a small school that has provided a quality education for well over 100 years.

Silver Falls School District

The Silver Falls School District is comprised of 11 public schools and 2 public charter school serving approximately 3600 students. The district covers about 260 square miles. A seven member elected school board serves the District. Each board member resides within a different zone in the district and is elected by the district's voters-at-large. The schools that make up the Silver Falls School District include Bethany Charter School (K-8), Butte Creek (K-8), Central Howell (K-8), Community Roots Charter School (K-5), Mark Twain Elementary (K-2), Evergreen (K-8), Pratum (1-8), Robert Frost (3-5), Scotts Mills (K-8), Silver Crest (K-8), Silverton Middle School (6-8), Silverton High School (9-12), and Victor Point (K-8).

District Administrators

Andy Bellando	Superintendent
Dandy Stevens	Assistant Superintendent
Dana Pedersen	Director of Special Services
Jennifer Hannan	Director of Teaching and Learning

2018-19 Planning Calendar

August & September

30 Cleanup Night @ 6:00 p.m.
4 First day of school
6 EPTC 3:00 p.m.
10 & 24 Early Release
12 School Pictures
21 Hot Lunch
28 SHS Homecoming parade float

October

4 EPTC 3:00 p.m.
5 & 19 Hot Lunch
8 & 22 Early Release
12 Inservice Day – No School
18 Annual Pie Social Fundraiser @ 6:00 pm

November

1 EPTC 3:00 p.m.
2 Hot Lunch
12 Holiday – Veteran’s Day – No School
16 Thanksgiving Celebration
19 Inservice for teacher 7:30-3:30 then P/T Conferences 3:30-7:30
20 P/T Conferences 7:30-7:30
21-23 Holiday -Thanksgiving Recess - No School

December

6 EPTC 3:00 p.m.
7 & 21 Hot Lunch
20 Christmas Program @ 7:00 p.m.
24– Jan.4 Christmas Vacation

January

7 School resumes after Christmas Vacation
10 EPTC 3:00 p.m.
11 & 25 Hot Lunch
14 & 28 Early Release
21 Holiday - Martin Luther King Day - No School

February

1 Inservice Day – No School
7 EPTC 3:00 p.m.
8 & 22 Hot Lunch
11 & 25 Early Release
18 Holiday – President’s Day – No School

March

4-7 Classified Employee Appreciation Week
7 EPTC 3:00 p.m.
8 Inservice Day – No School
11 Parent/Teacher Conferences – No School
15 Hot Lunch
25-29 Spring Vacation - No School

April

4 EPTC 3:00 p.m..
5 & 19 Hot Lunch
8 & 29 Early Release
12 Grandparent’s Day
26 Inservice Day – No School

May

2 Kinder roundup
2 EPTC 3:00 p.m.
3&17&31 Hot Lunch
6 & 20 Early Release
6-10 Teacher Appreciation Week
17 6-8 Track Meet
27 Holiday – Memorial Day – No School

June

6 EPTC 3:00 p.m.
7 8th Graduation - 5:00 p.m.
13 Last day of school – Field Day

Early Releases

September 10, 24 October 8,22 January 14,28 February 11&25 April 8&29 May 6,20

School Closure (no school for students)

Oct.	12	Inservice Day
Nov.	12	Veteran's Day
Nov.	19-20	Inservice Days & Parent/Teacher Conferences
Dec.	24-Jan. 4	Christmas Vacation (<i>classes resume Jan. 2, 2018</i>)
Jan.	21	Martin Luther King Day
Feb.	1	Inservice Day
Feb.	18	President's Day
Mar.	8	Inservice Day
Mar.	11	Parent/Teacher Conferences
Mar.	25-29	Spring Vacation
Apr.	26	Inservice Day
May	27	Memorial Day

SCHOOL INFORMATION**1. School Phone Number and Address**

Mailing address: Evergreen Elementary School
3727 Cascade Highway NE
Silverton, OR 97381

Telephone Number: 503) 873-4845 FAX (503) 873-1495

2. School Hours

Students: 8:30 a.m.-2:45 p.m.
Teaching Staff & Office 7:30 a.m. - 3:30 p.m.

3. Staff List

Principal	Mr. Jamie McCarty	Educational Assistant	Mrs. Sharon Berekoff
K-1	Mrs. Michelle Buckley	Educational Assistant	Mrs. Lyndsay Huebsch
2-3	Mrs. Angi Miller	Educational Assistant	Mrs. Debbie Baggett
4-5	Mrs. Katie Pool	Secretary	Mrs. Lisa Kuenzi
6-8	Mr. Casey Murphy	Custodian	Ms. Tricia Klaus
Special Education	Mr. Wes Holman	SpecEd/EdAssist.	Mrs. Jennipher Koch
Counselor	Ms. Paula Cross		

4. School Board Members

Ron Valoff
Ervin Stadel
Tim Roth
Jennifer Traeger
Shelly Nealon
Tom Buchholz
Jonathan Edmonds

(Meets on 4th Monday of each month @ 621 Schlador St @ 7:00)
245 Silver Loop, Silverton, OR 97381
P. O. Box 357, Silverton, OR 97381
7263 Gallon House Rd. NE., Silverton, OR 97381
450 W. Main St. Silverton, OR 97381
425 Tillicum Dr. Silverton, OR 97381
19564 Haines Rd., Scotts Mills, OR 97375

ADMISSIONS AND REGISTRATION (Board policies JEC/JECA/JECB/JECB-AR//JECBAA/JECBB)

1. 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. 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 law and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student. Alternative education 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.

2. Assignment to Schools

Students are expected to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. With the principal's and superintendent's approval, the district may grant the request of a resident student to attend another school within the Silver Falls School District. Please see Transfer Guidelines below.

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, he/she 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 ten 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.

3. Assignment of Students to Classes (Board policy JECB/JECB-AR)

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class or to change a student's assigned class may be submitted to the school principal.

4. Homeless Students (Board policy JECBD)

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. For assistance in accessing transportation services, contact Mark Hannan at 503 873-4428, the district's liaison for homeless students.

5. Pre-School Registration

Each Spring a registration day is set for Pre-School children and their parents. The Kindergarten teacher is introduced and children are taken to the Kindergarten room to get acquainted with the building,

teachers, and a few points of school routine. While they are in the classroom, the parents register their children. School personnel are introduced. Then the process of registration and other offered school services are fully explained. A booklet, filled with helpful suggestions to prepare youngsters for school, is given to parents for use at home.

6. Registration

Regular registration for students entering kindergarten and any student new to the district, will be held before the opening day of school, in late August or early September. Registration procedures include:

- a. Filling out a pupil enrollment form.
- b. Submitting a birth certificate for inspection by school authorities (kindergarten students).
- c. Showing proof of immunization (all kindergarten and out-of-state students).
- d. Providing Social Security Number. (optional)

We are required by law to inform you about our use of student social security numbers. The following is provided for your information.

Providing the social security number is voluntary. If you provide it, the school district will use the SSN for record keeping, research, and reporting purposes only. The school district will not use the SSN to make any decision directly affecting you or any other person. The SSN will not be given to the general public. If you chose not to provide the SSN, your student will not be denied any rights as a student. Providing the SSN means that you consent to the use of the SSN in the manner described.

OAR 581-21-225 authorizes school districts to ask students to provide their SSN. Students' SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs.

Students' SSN will be only for statistical purposes as listed above. State and federal law protects the privacy of student records.

7. Student Age:

Children entering school for the first time (Kindergartners) must have reached the age of five years on or before September 1, of that school year. A birth certificate will be required at the time of entrance. Children entering as first graders must have reached the age of six on or before September 1, of that school year.

8. Transfer Guidelines (Board policy JECF)

The Silver Falls School District has an open enrollment philosophy based on space availability. Once the in-district transfer is received, the principal will consider the reason for the request and the impact it may have on the current enrollment of the school. At Evergreen School the principal may request a meeting with the parents and student(s) to further evaluate the situation. The purpose of this meeting is twofold:

- 1.) To explain the schools expectations and
- 2.) To answer the parent's questions. In all cases, the superintendent makes the final decision.

It is very important to make requests early in order to secure a place for your child. Once we have the maximum number of children in our classes, the request will be denied. You will be notified and have the option of being placed on a waiting list.

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. The transfer must be to a safe school that has not been identified for improvement.

ATTENDANCE (Board policies JE/ JEA/JED)

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

1. Absences and Excuses

To insure the safety of our students, parents are asked to call the school office by 8:30 AM to report a student absence for any reason. If a call is not made, the parent must send a note with the student when he/she returns to school. Absence from school or class will be excused under the following circumstances:

- a. Illness of the student
- b. Illness of an immediate family member when the student's presence at home is necessary
- c. Emergency situations that require the student's absence
- d. Field trips and school-approved activities
- e. Medical or dental appointments. Confirmation of appointments may be required
- f. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, 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 report to their teacher. The principal or designee will decide whether or not the student should be sent home and will notify the student's parent as appropriate.

2. Attendance Supervisor:

The Principal is designated as Attendance Supervisor.

- A. When a student accumulates eight (8) unexcused one-half days absences in any four-week period, he/she shall be considered to be in irregular attendance. Irregular attendance shall be reported to the building Principal **by the homeroom teacher**.
- B. The Principal shall send a letter to the parent or guardian explaining the importance of regular attendance and request their support to assure the student attends school regularly. In addition, a personal contact with the parents by the school staff will be made to discuss the matter. If irregular attendance continues, the Principal shall notify the parents by certified mail that they are in violation of the attendance laws of the State of Oregon, and request parent cooperation in having the student attend on the next school day and maintain regular attendance during the remainder of the school year.
- C. If the parents fail to comply within three days, the Attendance Supervisor shall send notification by certified mail to the parents that they are in violation of Oregon law, the child must appear in school the next school day following receipt of the notice, and regular attendance must be maintained. Additionally, the notice shall state that if there is no response after three days, a complaint alleging parents' refusal to send their child to school shall be sent to Marion County District Court, where the judge shall issue warrants and proceed to hear and determine matters in the complaint.

3. Grade Reduction/Credit Denial (Board policy IKAD)

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

4. Leaving School During the Day (Board policy JEF)

Once students arrive on school grounds, they will not be allowed to leave, unless they are picked up by their parents or an authorized adult. Parents must come into the office and sign-out their child.

5. Make-up Policy

When your child is absent because of an excused absence, make-up work can be obtained. To pick-up homework, please give the office ample notice so that teachers have time to adequately prepare homework for your child. If you call the office by 10:00 am, we will make every effort to have homework ready to be picked up at 3:00 pm that same day. A homework request form will be completed by the office and sent to the teacher(s). The teacher will gather all materials and send it back to the office for pick-up. Teachers have busy schedules and need sufficient time to prepare work while still attending to their students. We appreciate your cooperation with this matter.

Students are allowed the number of days absent - plus one - to hand in make-up work. This does not include major projects or exams scheduled in advance.

6. Permission To Stay After 2:45 p.m. at School

A note from home or a phone call from a parent is required if a student wishes to stay after school is dismissed at 2:45 p.m., for any reason other than participation in regular extra-curricular activities. These students must be supervised by their parent or, if previous arrangements have been made, a staff member.

7. Pre-arranged Absences

Legitimate absences, for reasons other than illness, will be approved when satisfactory arrangements have been made in advance by the parent. Parents requesting homework should do so as soon as possible by contacting the office.

8. Signing In and Out

When a student is picked up, please sign the check-out sheet in the office. Please remember to write the date and the time of departure. Students who arrive late to school must be signed in at the office or have a note from the parent.

9. Tardy Policy

Student tardy is defined as not being at assigned place when class starts. Teacher defines "assigned place" as part of the classroom etiquette orientation. Tardies will be recorded. The student must check into class on time. The teacher may excuse a student if necessary.

1st unexcused tardy per quarter - teacher/student conference - "warning."

2nd unexcused tardy per quarter - teacher/student conference - suggest methods to get to class, check for "problems in traveling."

3rd unexcused tardy per quarter - parents will be notified that student will have after school detention following the next tardy.

Every four unexcused tardies (for grades 4-8) may result in an after school detention. Late arrivals due to doctor or dentist appointments, for example, are considered excused tardies. The staff believes that it is important for students to arrive on time for school, and to be in class and ready to learn at all instructional times throughout the school day.

When parents find it necessary for their child to be excused from school sometime during the normal school day, the student must have a note from home stating the reason for the student leaving early, the time of departure, the date, and who will be responsible for picking up the child. Notes should be given to the office in the morning.

Note: Half day absences are counted as a full day in counting 100% attendance.

10. 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/or ineligibility to participate in athletics or other activities.

HEALTH AND WELL BEING (Board policies JHCC/JFCA/IGAEB/EBBA)

1. Drug, Alcohol and Tobacco Prevention Program

The possession, selling and /or use of illegal and harmful drugs, alcohol and tobacco is strictly prohibited. This includes 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 district Guidelines for Student conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment. An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students. The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success as a result of illegal drug, alcohol and tobacco use.

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

Student possession, use, sale, including any smoking device is strictly prohibited. Any form of promotion or advertisement related to tobacco is also strictly prohibited.

2. First Aid Procedures/Communicable Diseases (Board policies GBEB/ JHCC/JHCC-AR/EBBA)

It shall be the policy of the school to continually develop and implement procedures to insure that students involved in any district activity will have adequate first aid assistance and equipment available to them. First aid cases shall be sent to the office. In case of serious injury, a report is immediately made to the office; however, no attempt to move the pupil will be made if there is an indication of a fracture. The proper form will be provided for every accident and must be completed in a timely fashion. In addition, parents will be notified. In cases where a student has been referred to a physician, the specific recommendations of the physician should be employed in the resumption of school activities.

The staff renders first aid treatment only in case of an emergency. In case of illness or serious accident, every effort is made to contact the parents. If the parents cannot be reached, children are taken to their family doctor or relatives, unless prior arrangements have been made. As a general rule, children are not taken home and left alone. It is the responsibility of the parents to come for their child in case of illness or accident but when communication or transportation makes this impossible, school officials will follow their best judgment in handling the case.

CHILDREN THAT HAVE BEEN ILL DURING THE NIGHT SHOULD SELDOM BE SENT TO SCHOOL THE FOLLOWING DAY. TOO OFTEN THEY BECOME ILL IN SCHOOL AND MUST BE TAKEN HOME.

Children need exercise at periodic intervals throughout the day in order to work productively while in class. Generally, children who are well enough to come to school are well enough to play outside or in the gym at recess. Please do not send a note to the teacher asking for your child to stay in at recess for

more than one day after an illness. A doctor's written request will be required for any exceptions to this rule.

Parents of a student with a communicable or contagious disease are asked to telephone the principal so that other students who have been exposed to the disease can be alerted. A child who has been absent from school due to certain school restrictable communicable diseases must not return to school until all signs and symptoms of the disease have disappeared, or written permission from a physician is presented, indicating the child can safely reenter school. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, whooping cough, plague, rubella, scabies, staph infections, strep infections, cholera, pandemic flu, and tuberculosis. For head lice the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. Parents with questions should contact the school office.

3. Head Lice/Lice Checks

Outbreaks of head lice among school age children is a persistent problem that can be controlled with early detection and treatment. We recommend that parents examine their children's hair on a regular basis to ensure early detection. Please notify the school if you find that your child has head lice so that other children in the same classroom can be screened and treated promptly. More information on identifying and treating head lice is available from the school or from the Marion County Health Department.

Recommended Procedure For Head Lice

1. Notify school immediately when your child has head lice.
2. If head lice are found at school on your child, he/she will be removed from the classroom and a parent/guardian will be called to pick up the child from school.
3. Treat your child and other family members with a medicated shampoo.
4. Remove **all** nits.
5. Vacuum furniture, mattresses, and auto seats. Wash bedding and clothing in hot water.
6. Bring your child to the school office to be checked before he/she returns to the classroom.
7. Repeat steps 3, 4, and 5 in seven to ten days.
8. Check your child's head on a regular basis for early detection of head lice infestation. For example, you might check every Friday evening.

4. Hearing Screening

ORS 581-022-0705 requires that all children in grades kindergarten, first and second be screened for potential hearing loss. To comply with this law, the district nurse and a licensed audiologist will provide hearing screening for all children in kindergarten through second grade. This process consists of an initial screening for all children in those grades and follow-up screenings for children who fail the initial screenings.

The district will provide parents of children who fail either the initial or follow up screenings with information about obtaining a further evaluation. Permission will be obtained prior to any evaluation occurring beyond the initial and follow up. Hearing screenings dates are set one year in advance and therefore it is important that parents who do not wish to have their child screened, contact the building principal within the first two weeks of the new school year. If you have questions about this service, please contact Linda Brown at 873-5303.

5. HIV, HBV, AIDS - Students

As a general rule, a student infected with HIV or HBV is 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 or HBV condition diagnosis to the district.

If the district is informed, law also prohibits the district 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 school principal.

6. Immunizations (Board policies JHCA/JHCB)

Oregon Law states that students entering school for the first time are required to provide evidence of immunization or exemptions on a Certificate of Immunization Status Form to be entitled to enroll in any Oregon Schools. Students transferring into Evergreen have 30 days to provide their immunization records to the school.

Prior to, and as a condition of initial enrollment, every student must submit to the school one (1) of the following:

- a. Evidence of Immunization signed by parent or Health Care Practitioner, and/or
- b. A written statement of medical exemption signed by a physician or authorized representative from the Health Department, and/or
- c. A written statement of a religious exemption signed by the parent.

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

7. Infection Control/HIV, HBV and AIDS (Board policies JHCC/JHCCBA)

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

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

8. Infection/Disease Instruction

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

9. Insurance (Board policy JHA)

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 school office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

10. Medical Protocols

Students with unique medical conditions requiring staff intervention will be required to develop an individual in coordination with the student's physician. Staff will be expected to follow this protocol as directed by the physician.

11. Medicine-Self Administered (Board policy JHCD)

Students in grades K-8 are not permitted to self-medicate prescription and nonprescription medication except in cases where a student must carry such medication on his/her person for immediate access. A parent (guardian) permission form must be submitted for self-medication. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the

prescription label. All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication. Contact the school office for additional information and forms.

12. Medicine-Staff Administered (Board policy JHCD)

The parent in writing shall make requests for the school to administer medication. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included. Written instructions of the parent, which include the information above, are required for all requests to administer prescription and non-prescription medication. All medication to be administered by the school is to be brought to school by the parent in its original container. The school will dispose of medication not picked up by the parent within ten school days of the end of the medication period or at the end of the school year, whichever occurs first.

13. Student Dress Guidelines (Board policy JFCA)

We believe that the parent or guardian of a student is responsible for his/her dress and grooming at school. We expect all our students to dress and groom in an acceptable manner, which enhances the potential of our learning environment. With this in mind, we encourage students to practice grooming and dressing standards that are in good taste and contribute to a positive school environment.

To give parents and students guidelines on what we feel is tasteful and acceptable, we offer the following suggestions:

- a. Students should dress appropriately for the weather.
- b. Students should be dressed in clean clothes (not necessarily new or expensive).
- c. Students should observe minimum cleanliness standards.

Students are not to wear any clothing in school that is potentially distracting to others. Examples of distracting clothing include: tops with spaghetti-strings, hats, sunglasses, halter tops, lycra tights, shirts with suggestive or obscene wording, and clothing promoting alcohol, drugs, sex or tobacco. Bandannas are not appropriate in schools (or any gang affiliated clothing). Shorts and skirts should be finger-tip length. No bare midriffs will be allowed.

It is advisable that young girls who wear dresses to school, wear shorts or the like under them for playground activities such as swings, merry-go-round, etc.

14. Supervision of Students (Board policy JH/JHFA)

Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school, and while engaged in district-sponsored activities.

15. Wellness

Students may be encouraged or required to participate in physical activity or to receive instruction on nutrition or maintaining healthy life styles. Energy drinks are not permitted at school.

EMERGENCY INFORMATION

1. Address/Phone for Student

In the event of an emergency, we need to maintain the following information on every student:

- a. Current phone number(s) and address(s) of each student's parent(s) or guardian(s).
- b. The name, address, and phone number(s) of a person whom the parent or guardian wishes us to contact if the parent cannot be reached.

If there is a change in your home, cell or work telephone numbers, please inform the school immediately.

2. Asbestos (Board policies EB/EBAA/EBB)

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their 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 Maintenance Supervisor serves as the district's asbestos program manager and may be contacted at the district office for additional information.

3. Emergency Procedures (Board policy EBCD)

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 encouraged to tune to local television and radio stations for the latest information on school closures or delays and a phone broadcast system for staff and parents will also be activated.

If school closure is due to inclement weather, it is the practice of the Silver Falls School Board to make up each district-wide closure day at the end of the school year.

In the event of a warning of imminent disaster, where students need to be evacuated to their homes, we will only evacuate our students if it is felt to be safe to do so. In the event that students must remain at school for emergency reasons, our staff will remain at school to care for them until it is safe to evacuate or until parents are able to pick them up.

4. Fire Drills/Earthquake Drills (Board policy EBCB)

Fire, earthquake, and safety threats for students shall be conducted for at least 30 minutes each school month. At least one fire drill will be conducted each month for students in grades K-12. At least two drills on earthquakes for students will be conducted each year for students in grades K-12. At least two drills on safety threats shall be conducted each year in grades K-12.

5. Lockdown Information

Each school in Silver Falls School District has lockdown procedures for securing schools when the safety of students and/or staff members is threatened. These procedures are typically initiated with the involvement of law enforcement officials, but may be initiated by the superintendent or a building principal. A lockout protocol is implemented when there is a threat or hazard outside of the school building. All students and staff remain in the building and are not permitted to leave. The outside doors are locked but educational activities within the building occur as normal. During a lockdown protocol all classroom doors are locked and movement within the halls is not allowed. Lights within classrooms are turned off and students and staff are to remain out of sight and silent until released by law enforcement and/or building administration. There are three levels of lockdown procedures: minor threats, intermediate threats and extreme threats. The level of the lockdown is determined by the imminence of threat to student and staff safety at the time of the occurrence. During each lockdown, perimeter doors of the school are locked and in most cases, no person (including parents) is allowed to leave or enter the building. If possible, a message will be sent to parents indicating that the school is in lockdown/lockout. Since the effectiveness of a lockdown/lockout relies upon the security of the building, parents are asked to remain away from school until the lockdown/lockout is lifted. The lifting of a lockdown/lockout occurs after mutual agreement is reached by law enforcement and school district officials.

GENERAL INFORMATION

1. Computer Use (Board policies IIBGA/IIBGB/JFCFA)

Educational Purpose: The Silver Falls School District's network and the Internet offer a wealth of educational materials to our students and teachers. Original source materials, information, data, images, and software may be brought into the classroom. Access to the Internet is an important part of our plan to create lifelong learners who know how to find information in our rapidly changing world. Internet access

makes contact with people all over the world possible, bringing into the classroom experts in every content area. Teachers can use these resources for individual and group projects, curricular materials, and idea sharing. Expertise in our schools may be shared with others around the world. Educators may share lesson plans and may network to enrich their skills.

a. Electronic Communications System Policy:

1. Students Personal Safety:

- a. Students will not post personal contact information about themselves. Personal contact information includes address, telephone, home address, work address, etc. School address and e-mail address may be used when it is necessary to receive information.
- b. Students will not post personal information about other people, including address, telephone, home address, work address, etc. In addition, the district and its users will not include any reference to district personnel or users, including their names and pictures, without their permission.
- c. Students will not agree to meet with someone they have met online without their parent's approval and participation.
- d. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
(Board Policy JFCE, IIBGA)

2. Illegal or Destructive Activities:

- a. Users will not attempt to gain unauthorized access to the district network or to any other computer system through the district network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
- b. Users will not make deliberate attempts to disrupt any computer system performance or to destroy data.
- c. Users will not use the district network to engage in any other illegal act.

3. System Security:

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- b. Users will immediately notify the district network administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses by following the district virus protection procedures if they download software.

4. Inappropriate Conduct:

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage, or danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages to them, the user must stop.
- f. Users will not post false or defamatory information about a person or organization.

5. Respect for Privacy:

- a. Users will not repost a message that was sent to them privately.
- b. Users will not post personal contact information about other people, including address, telephone, home address, work address, etc. In addition, the district and its users will not include any reference to district personnel or users, including their names and pictures, without their permission.

6. Respecting Resource Limits:

- a. Users will use the network only for educational and professional or career development activities, and limited, high-quality, self-discovery activities.
- b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the network is not being heavily used and immediately remove the file from the network system computer to their personal computer.
- c. Users will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
- e. Users will subscribe only to high-quality discussion group mail lists that are relevant to their education or professional/career development.
- f. Users will unsubscribe to discussion groups before any vacation, break, or other extended absence from school.

7. Plagiarism and Copyright Infringement:

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner.

8. Inappropriate Access to Material:

- a. Users will not use the district network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Exceptions may be made if the purpose of such access is to conduct research, and if both the teacher and the parent approve access.
- b. If a user inadvertently accesses such information, he/she should immediately disclose the inadvertent access in a manner specified by their school.

9. Cyberbullying:

The district prohibits any form of harassment, including harassment through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Students or volunteers may report cyberbullying anonymously. Remedial Action shall not be based solely on an anonymous report. (Board Policy JFCF, JFCFA, GBNA, GBNA)

10. Due Process:

- a. In the event there is an allegation that a student has violated the district acceptable use policy, the student will be provided with notice of the alleged violation and an opportunity to present to an administrator or designee.
- b. Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave

appropriately on an electronic network. If the alleged violation also involves a violation of regulations in the Student Handbook, the violation will be handled in accordance with the applicable regulation of the Student Handbook.

c. Any district administrator may terminate the account privileges of a guest user by providing notice to the user. Guest accounts not active for more than 30 days may be removed, along with the user's files, without notice to the user.

d. Violations of law with regard to internet and technology use will be reported to law enforcement officials.

11. Bring Your Own Device (BYOD):

Students may use their own personal communication devices including but not limited to laptops, iPads, tablets, phones, etc. if authorized by the principal or designee. Please refer to your child's school for more detailed information. (Board Policy IIBGA, JFCEB, JFCEB-AR)

2. Distribution of Material (Board policies IGDB/HBGB/KJ-KJA/KI)

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

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

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, 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.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapproval's may be appealed by submitting the disapproved material to the superintendent or district designee; material not approved by the superintendent or district designee within three 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.

3. Desks (Board policy JFG)

Student desks and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all desks. Valuables should never be stored in the student's desk. Desks may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials.

4. Hazing/Harassment/Intimidation/Bullying/Menacing/g/Teen Dating Violence (Board policy JFCF)

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

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:

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

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

“Teen dating violence” means:

- a. 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
- b. 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.

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

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

Reporting:

A principal will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying. Any employee who has

knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the principal. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing or an act of cyberbullying to the principal may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

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

This report may be made anonymously. A student or volunteer 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.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with district complaint procedures.

The district shall incorporate into existing training programs for students information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying.

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

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying.

4. Lost and Found (Board policy EC/ECA)

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester. Loss or suspected theft of personal or district property should be reported to the school office.

5. * Staff Sexual Conduct with Students

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

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

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 assistant superintendent

will follow upon receipt of a report. When the assistant 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.

SCHOOL/COMMUNITY RIGHTS AND RESPONSIBILITIES

1. Damage to District Property (Board policy ECAB)

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

Students who willfully destroy district property through vandalism, malicious mischief, theft or arson, who commit larceny or who create a hazard to the safety of other people on district property will be disciplined in accordance with State law and the Board's policy on student suspensions or expulsions and referred to law enforcement authorities.

2. Homework (Board policy IKB)

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

3. Media Access to Students (Board policy JOD)

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

4. Parent Involvement (Board policy GBH)

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

- a. Encourage their student to put a high priority on their education and to commit themselves to making the most of the education opportunities the district provides.
- b. Keep informed on school activities and issues. The school newsletter, back to school nights, and parent club meetings provide opportunities for learning more about the district.
- c. Become a volunteer.

5. Parental Rights

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s) 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 by the district or school containing one or more of the following items:

- a. Political affiliations or beliefs of the student or the student's parent;
- b. Mental or psychological problems of the student or the student's parent;
- c. Sex behavior or attitudes;
- d. Illegal, anti-social, self-incriminating or demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- g. Religious practices, affiliations or beliefs of the student or the student's parents;

- h. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). 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 requests to be excused from a class or learning activity should be directed to the principal by the parent in writing and include the reason for the request.

Requests to excuse students from participation in any no 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.

6. Evergreen Parent Teacher Club

Our school has an active EPTC Club. All parents are invited to join and become active members. Projects and activities are promoted each year that stimulate interest in our school and render a direct benefit to it. Meetings of the EPTC are held once a month.

7. Pledge of Allegiance

Students shall receive instruction in respect for the national flag and 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.

8. School News

A newsletter is sent by email. It is also available on Evergreen's webpage.

9. Student Directory Information (Board policy JOA)

Certain personally identifiable information* about a student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address, (including electronic address), telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended.

Unless a parent objects to the release of any or all of this information within 15 school days of the date this student handbook was issued to their child, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal.

*Personally identifiable information includes but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family and personal identifiers such as the student's social security number or student identification number. At no point will a student's Social Security Number or student identification number be considered directory information.

Certain student information is considered personally identifiable and may be released only with prior notification to the parent by the district of the purpose(s) the information will be used and to whom it will be released. This will occur only with prior written, dated and signed consent unless otherwise permitted by law.

10. Student Phone Use – Personal Communication Devices

Students are not allowed to use the school telephone except in the case of an emergency, which will be determined by a staff member. Personal communication devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules. Students may be required to relinquish their personal communication device to a staff member if at any time staff determine those devices are not being used at an appropriate time or in an appropriate place or manner.

High School only: Unless authorized in advance by the building principal or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before or after the regular school day or between classes. Personal communication devices may also be used during the student's lunch break. Personal communication devices must be turned off and not be displayed in plain view during prohibited times of use. Personal communication devices are not to be used or displayed in classrooms or other instructional areas at any time.

Elementary only: Upon entering school grounds, cellular telephones, pagers and all other similar devices with wireless capability shall be turned off and stored out of sight until the end of the school day. At the end of the school day, these devices can be used outside of the school building.

Students shall comply with any additional school rules as established by the building principal and classroom rules as approved by the building principal concerning the appropriate use of personal communication devices. Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the building principal will be subject to disciplinary action, up to and including expulsion.

Students may be required to relinquish their personal communication device to a staff member if at any time staff determine those devices are not being used at an appropriate time or in an appropriate place or manner.

11. Student Property

It is very difficult to prevent loss of student property, but with the cooperation of students and parents this loss can be lessened. Parents can help prevent loss by marking, books, notebooks, etc., with the student's name. If it is necessary for students to have money at school, they may leave this money with the teacher for safekeeping until it is needed.

Please leave all radios, water guns, balls, skateboards, ipods, electronic games, cell phones and other personal and play items at home. There's no need for these items at school as they can cause a disturbance, be lost, or damaged.

Chewing gum at school is unnecessary. This item can cause damage to personal belongings, schoolbooks, and school fixtures. Parental assistance in keeping gum from coming to school will be appreciated

12. Use of School Facilities

We encourage our community to use our school buildings and grounds provided there is no interference with our daily instructional programs and periodic evening events. Our school buildings and grounds will be made available for use by the following groups:

- a. School sponsored groups and activities for staff, students, and parents (i.e., Boy Scouts, employee associations, PTA, and Parent Clubs) may use the buildings without charge and at the discretion of the Administration.
- b. Non-organized student and parent groups may use the facilities but must be properly supervised by a responsible adult. The applicant signing the request is personally liable and responsible for the conduct of the group, the care of the building, and equipment. A fee may be charged for use of the building.

- c. Community groups may only use school facilities when such use does not conflict or interfere with regular school functions, based on the judgment of Administration.
- d. School facilities may be approved for political use and private use where admission is charged, but such uses cannot conflict with Board policies or state law.

Those wishing to use our buildings and grounds need to pick-up and complete a "Building Use Request" form at the school office.

13. Visitors

The District welcomes visits to our school. Parents and patrons have an open invitation to visit classrooms as well as join us for lunch. Please call before your planned visit and report to the office upon entering school property. The principal will approve requests to visit as appropriate. We discourage visits by other children (relatives or friends). This type of visit tends to disrupt the regular classroom setting. In the event that you are making a quick visit to the school with your younger children, please be aware that they must be under your constant supervision at all times. If you wish to confer with a teacher, please call, giving ample notice to schedule a time after students have been dismissed.

14. Volunteers

Evergreen School welcomes parents who are willing to volunteer their time and effort to help. This participation, however, must be agreed upon and directed by the Principal and teacher(s) involved. The Principal, through direction by the Board, will be in direct charge of any personnel, policies, and restrictions related to volunteers. Volunteers are asked to read and sign the agreement in the volunteer handbook. Volunteers may also be required to complete a background check form. Please sign in at the office and pick-up a volunteer badge each time you volunteer.

STUDENT RECORDS (Board policy JO, JOA, JOB)

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

1. 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 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 or older), may inspect and review education records during regular district hours.

2. Education Records

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.

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

- a. Full legal name of student
- b. Name and address of educational agency or institution
- c. Student birth date and place of birth
- d. Name of parent/guardian
- e. Date of entry into school
- f. Name of school previously attended

- g. Course of study and marks received
- h. Data documenting a student's progress toward the State of Oregon Benchmark Standards (OAKS Testing.)
- i. Attendance
- j. Date of withdrawal from school
- k. Social security number*
- l. Other information, I.E., psychological test information, anecdotal records, records of conversations, discipline records, IEPs, etc.

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

*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 purposes a social security number will be used.

3. 8th Grade Graduation

A. Graduation Exercises

Participation in graduation ceremonies is a privilege, not a legal requirement. Graduating students will or will not be issued diplomas or certificates based on the approved district criteria listed under Graduation Requirements below. Additionally, students may be denied participation in graduation exercises for violation of Board policy, administrative regulations or school rules including attendance.

Students may be denied participation in the graduation program based on their disciplinary history. In such cases, diplomas will be mailed to students. Students who do not earn a diploma or certificate will not be allowed to participate in the graduation ceremony.

B. Graduation Requirements

Students earn a diploma by meeting the following criteria:

1. Students must maintain a 2.0 GPA for the seventh and eighth grade school years based on a 4 point system.
2. Students are in attendance 95% of their eighth grade year for the graduating class of 2015.
3. Students are in attendance 95% of their seventh and eighth grade years for all future graduating classes.

The principal will have some latitude in cases such as prolonged illness and handicapped students. If you have questions or need additional information about the current attendance rate for your child or the status of your child's eligibility for 8th grade graduation, please check with your child's teacher or the school office.

4. Graduation Requirements – High School (Board Policy IKF)

The Board has established graduation requirements in this policy for the awarding of a high school diploma, modified diploma, extended diploma and alternative certificate which meet or exceed state requirements. This information serves as the annual notification to parents and students on the availability of these options as defined below and in further in policy:

Diploma – Awarded to students in graded 9 through 12 who complete a minimum of 25.5 credits in the subject defined in this policy.

Modified Diploma – Awarded only to students who have demonstrated the inability to meet the full set of academic standards established by the State Board of Education for a diploma while receiving reasonable modifications and accommodations.

Extended Diploma – Awarded only to students who have demonstrated the inability to meet the full set of academic content standards for a diploma while receiving modifications and accommodations.

Alternative Certificate – Awarded to students who do not satisfy the requirements for a diploma, modified diploma or extended diploma if the students meet minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student needs and achievement.

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

5. Provision for Hearing to Challenge Content of Education Records

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

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

6. Pupils Progress and Retention (Board policies IKE/IKA/IK/IKAB)

There is no single system of reporting pupil progress that is satisfactory to any sizeable group of people. Report cards alone do not make a satisfactory link between home and school. Parents and teachers are urged to get acquainted early in the year and study the problems or progress of the child together. Only through mutual interest and effort, will the child reach his maximum capacity. For this reason, parent-teacher conferences are scheduled each year in the fall and spring. If you wish for additional opportunities for conferencing, please contact the teacher.

- a. Reports to parents will be made throughout the school year. Report cards will either be handed out at parent/teacher conferences or sent home when conferences are not scheduled. Contact with parents will be made as the need arises.
- b. The reports on academic success and/or failure will be based on the child's achievement in relation to his/her ability, and by comparisons with expected skill levels. Other factors that will receive consideration in reporting are personality development, character traits, behavioral patterns, and health habits. Students will be evaluated on the basis of standardized tests, mental tests (when appropriate) daily work, and teacher prepared tests or assessments, and teacher observation.
- c. The decision to promote a student from one grade to the next will be based on a student's academic, social and emotional development. Retention will be considered when, in the judgment of the professional staff, it is in the best educational interest of the student. A recommendation to retain a student will be made only after prior notification and explanation to the student's parents. Parental

decisions will be final. Specific retention procedures are found in administrative regulations IKE-AR.

7. Requests for Education Records

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

8. 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. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules. Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

STUDENT MANAGEMENT

GANGS (Board policies JFCE/JFCM)

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 of two or more persons whose purpose includes the commission of illegal acts or whose appearance and activities may cause a disruption of or material interference with school and school activities. 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, tattoos or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (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.

In an effort to reduce gang involvement, the school encourages students to become involved with school clubs, organizations and athletics, and to discuss with staff the negative consequences of gang involvement and to seek the assistance of counselors and community resources. Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Guidelines for Student Conduct.

OFF-CAMPUS/OUTSIDE-OF-SCHOOL CONDUCT

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

SEARCHES AND QUESTIONING

1. Searches (Board policies JFG/KN)

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulations or the district's Guidelines For Student Conduct is present. Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

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

present during the inspection. Items found that are evidence of a violation of law, policy, regulation or the district's Guidelines For Student Conduct may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate.

2. Questioning

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

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

SUPERVISION OF BUILDINGS AND PLAYGROUND

Teachers and teacher aides are on duty supervising the buildings and playground at all recesses. There is NO supervision for students on school grounds before 8:15 am or after 2:45 pm.

1. Outside Play:

We encourage children to play outdoors when the weather is good. Each teacher is responsible for seeing that his/her students who should be outside, are outside. Students may be kept in for assistance with schoolwork or as punishment for unacceptable behavior.

In cold weather, children will wear coats if recess is outside. Children are not to play outside if the ground is excessively wet. If there are any questions about whether children are permitted to play outside, ask the Principal.

ACTIVITIES

1. Athletics (Board policy JHCA)

Athletics is an elective program provided at Pratum for Pratum and Evergreen students to enable those individuals the opportunity to participate in an extra-curricular activity. Students who take part will learn fundamental skills, the responsibilities of a team member, good sportsmanship, and competitiveness, how to handle success and defeat, dedication, and how to enjoy themselves while working hard to obtain a common goal.

Currently, the following sports are offered:

Fall	Volleyball – Co-ed
Winter	Basketball - Boys and Girls
<u>Fees</u>	
Individual	\$50.00

The following guidelines are for students wishing to participate:

- a. A student may not participate in any sport activity on days they are absent from school. Exceptions to this must be approved by the administration.
- b. All individuals involved in a sports activity must follow the rules established by their coach, as explained in the athletic contract.
- c. All individuals must pay the sports fee and have a physical examination and sports contract on file in the office prior to practice sessions.
- d. Students are goodwill ambassadors of the school, home, and community. They should conduct themselves in a manner that reflects a good image before visitors to our school and when visiting other schools.
- c. If students travel on the bus, they will return by bus, unless prior arrangements have been made.

2. Clubs and Organizations (Board policies IGD/IGDD/IGDK/KI)

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

3. Dances (Board policies IGD/IGDC)

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

4. Feature Films – Grades K-6

All feature films shown at the K-6 level in the district will be rated G by the Motion Picture Association unless a waiver has been granted. This regulation is to be adhered to for the following reasons:

- a. Respect for families.
- b. The concern for valuable instructional time being used for the showing of movies.
- c. The need to focus on student achievement and primary academic areas and for character education issues related to the content of some movies.

Waivers may be granted for PG films at the K-6 level according to the following procedures. The staff member making the request will:

- a. Preview the entire film.
- b. Fill out the PG waiver request form.
- c. Turn the form into the school principal for denial or approval.
- d. The principal may submit the form to the director of curriculum for the approval/ disapproval decision if he/she chooses.

When a feature film rated PG has been approved, the staff member using the film must secure signed permission slips from the parents of the students involved in order for them to see the film. Parent permission slips should include the name of the class and the film, when the film will be shown, the film's rating, a brief explanation of why the film has that rating, a description of the film and an explanation of how the use of the film relates to the class or lesson objectives. Notification shall provide at least five days for parent response before the use of the film. The parent permission slip shall include a place for the parent to designate their permission.

No PG-13, R or NC-17 films will be shown in grades K-6.

Feature Files - Grades 7-8

Films shown in grades 7-8 will be rated G by the Motion Picture Association unless a waiver has been granted. Waivers may be granted for PG or PG-13 films at this level by following the following procedures. The staff member making the request will:

- a. Preview the entire film
- b. Fill out the PG waiver request form.
- c. Turn the form into the school principal for denial or approval. The principal will respond promptly to staff members with approval or denial of the request.
- d. The principal may submit the form to the director of curriculum for the approval/disapproval decision if he/she chooses.

When a PG or PG-13 feature film has been approved, the staff member using the film must secure signed permission slips from the parents of the students in order for the students to see the film. Parent permission slips should include the name of the course and the film, when the film will be

shown, the film's rating, a brief explanation of why the film has that rating, a description of the film and an explanation of how the use of the film relates to the course or lesson objectives. Notification shall provide at least five days for parent response before the use of the film. The parent permission slip shall include a place for the parent to designate their permission.

No R or NC-17 films will be shown in the middle schools.

Parents at all grade levels will, to the extent practicable, be provided an opportunity to preview a film rated PG, PG-13 or R.

Students whose parents do not send a signed permission slip to the teacher (grades K-8) will be provided a meaningful educational alternative to viewing the film.

5. Fees, Fines and Charges (Board policy JN)

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

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

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

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end 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 of 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 charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid, the district will withhold the grade reports, diploma and records of the student until the debt is paid; and that the district may pursue the matter 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 the student's grade reports, diploma and records being withheld 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.

6. Field Trips (Board policy IICA)

Our general area has many worthwhile and educational things to see: historical, scientific, scenic, commercial and cultural. Short descriptive notes will be sent home with each student prior to the field trip. A permission slip will be sent home at the first of each year to cover all field trips and must be returned. If a student does not have a permission slip on file, he will remain at school. Field trips are intended only for students and chaperones. In most cases, field trips incur little or no expense to the students. Regular school buses shall be used with properly certified drivers. Arrangements are to be made well in advance. Permission must be obtained from the attraction and the Principal.

Students in activities must travel by school bus, public carrier, or other transportation authorized by the Principal.

Field trips shall normally return to school in time for the regular afternoon bus runs. Trips that extend beyond the normal school day shall be presented to the school Principal sixty calendar days in advance for approval.

7. Fund Drives (Board policies IGDG/IGDF)

Fund raising campaigns will be under the supervision of the Principal. In general, these would be directly related to school activities.

8. Posters (Board policies KJ/KJA)

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

9. Student Activities

All school functions will be under the supervision of the Principal. Staff members and parents will be appointed as advisors or chaperons. Discussions and/or commitments with parent groups, civic clubs, or other organizations concerning school children participation will not be allowed, unless policies concerning subjects involved have been established and approved by the Principal.

ADDITIONAL EDUCATION PROGRAMS AND SERVICES (Board policies IGBA/IGBC/IGBI/IGBHD)

1. Alternative Education Programs (Board policies IGBHA/IGBHB)

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; 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; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of 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. Alternative education 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.

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 requests to be excused from a class or learning activity should be directed to the principal by the parent in writing and include the reason for the request.

The district will provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

In district K-8 Alternative Education Programs that may be available:

- a. Evening classes
- b. Tutorial instruction
- c. Small group instruction
- d. Professional technical program
- e. Work study;
- f. Instructional activities provided by other accredited institutions
- g. Community service
- h. Independent study
- i. Expanded Option Program
- j. Others as approved by the district

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

Non-District K-8 Alternative Education Programs

- a. Other school(s)/program(s)
- b. Community college
- c. Others as approved by the district

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.

While parents have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover the resulting tuition or costs. The District will not pay for private services or tuition for any student unless required to do so by state or federal law. If a parent wishes the District to consider a publicly funded private placement or private services, the parent must give the District notice and the opportunity to propose other options available within the public school system before the private placement or services are obtained.

The district will not assume alternative education cost for any student not placed in an alternative program according to procedures established by the district and Oregon law. If the student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

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

- a. 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).
- b. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by basis).
- c. When an expulsion is being considered
- d. When a student is expelled
- e. 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:

- a. The student's action
- b. A list of alternative education programs for the student
- c. The program recommendation based upon the student's learning styles and needs
- d. Procedures for enrolling the student in the recommended program.

PARENTAL REVOCATION OF CONSENT FOR SPECIAL EDUCATION SERVICES PROCESS

Effective on January 1, 2009, the revised IDEA law allows parents to terminate special education services whenever they choose. The request must be in writing from the parents and the district must send a prior written notice to confirm request. No other record revisions will be necessary – Section 300.300(b)(4) has been revised to require that parental revocation of consent for the continued provision of special education and related services must be in writing and that upon revocation of consent a public agency must provide the parents with prior written notice in accordance with Sec. 300.503. The district does not have the right to use mediation or due process to require parents to allow services. The district will not be held liable for the student's lack of progress or other issues if the parents make this decision.

1. Services will continue until the Silver Falls School District has completed the entire process outlined below.
2. Our goal is to move through this process in a timely matter, usually within 2 weeks.
3. Parents must inform the district in writing of their desire to revoke consent for special education services.
4. The Special Education Case Manager provides the parents with a copy of the "Parents Evokes Consent for Special Education Services Process" letter.
5. The Special Education Case Manager contacts the Director of Special Services and informs her of the parent's desire to evoke consent for special education services.
6. Once we have the written documentation from the parents, a meeting will be scheduled with the parents and members of the student's IEP team. The Director of Special Services will attend this meeting. During the course of this meeting, the team will take detailed notes. The purpose of the meeting is to:
 - a. Review the request outlined for the parents.
 - b. Review the services, supports, and protections the student will lose if the parents proceed with their request.
 - c. Inform the parents in the event that they changed their minds regarding special education services that the school district would need to re-establish special education services by initiating a special education referral and evaluation process.
7. After the IEP meeting, the Director of Special Services will provide the parents a Prior Notice of Special Education Action form detailing the process used to evoke consent for special education services along with a copy of the meeting minutes.
8. If the parents choose not to attend the IEP meeting, the team will still meet, take detailed meeting notes, and review all the above items.
9. Services will be terminated within ten school days after the IEP meeting.

2. Bilingual Education

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

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

- a. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
- b. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
- c. 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;
- d. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their student;
- e. How such a program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
- f. 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;
- g. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
- h. Parental right that include written guidance:
 1. Detailing the right to have their student immediately removed from such program upon their request;
 2. 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;
 3. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

3. CARE Team

Students who are struggling with academics or who have behaviors that interfere with learning will be referred to a CARE Team, a group of specialists, teachers and administrators who pool their expertise and work for interventions to help students succeed.

4. Child Find

The Silver Falls School District is required to identify young children or school age students who may be in need of special education services. Special education services are provided for qualifying school age youngsters through our district programs. For infants and children, birth to age five, services may be available through Mid-Oregon Regional Services for Early Childhood Special Education (588-5550). If you know of a child who might have special needs such as speech, language, learning, hearing, vision, motor or other educational needs, please contact the Director of Special Services at 873-5303.

5. Counseling (Board policy IJ)

a. Academic Counseling

Students are encouraged to talk with a school counselor, teacher or school principal in order to learn about the curriculum and the expectations in reaching each of the academic benchmarks in grades K-8.

b. Personal Counseling

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

6. No Child Left Behind

In accordance with federal NVLB legislation, the school will provide parents, upon request, information regarding the professional qualifications of the student's classroom, teachers, including, at a minimum, the following:

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

Additionally, the school will provide parents with:

- a. Information on the level of achievement of the parent's student in each of the state academic assessment as required by law; and
- b. 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.

7. Students with Disabilities

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

8. Talented and Gifted Program (Board policies IGBBA/IGBBB/KL)

In order to serve academically talented and gifted students in grades K-12, including talented and gifted students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, the district will identify students as required by state and federal law. Students will be identified based on:

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

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

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

Informal process:

- a. The parent(s) will contact the school coordinator or principal to request reconsideration

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

Formal process:

- a. Parent(s) shall submit a written request for reconsideration of the identification/placement to the principal
- b. The principal shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgement to the Director of Teaching and Learning.
- c. The Director of Teaching and Learning, Alternative Education Program administrator, and other appropriate administrator shall review the student's file and earlier decisions within ten working days of the original request. Additional data may be gathered to support or change the earlier decision
- d. Parent(s) may be provided an opportunity to review school/district data and present additional evidence
- e. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures.
- f. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent
- g. The decision may be appealed to the Board
- h. If the parent(s) are still dissatisfied, they have 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.

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

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent or designee 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 or designee within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 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 Oregon Administrative Rule will be provided upon request.

9. Virtual/Distance/Online Learning

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

STUDENT/PARENT COMPLAINTS

1. Discrimination on the Basis of Sex Complaints (Board policies JB/AC)

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the school principal or the Director of Special Services at the district office.

2. Education Standards Complaints (Board policy LGA)
Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education the complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures. After exhausting local procedures or 45 days or more after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

3. Instructional Materials Complaints (Board policy II/IIA)
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 "Request For Reconsideration Of Materials 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 form as requested. All "Request For Reconsideration Of Materials 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.

4. Personnel Complaints (Board policies JFH/KL)
A student or parent who has a complaint concerning a classroom/teacher should first bring the concern to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days following the conference with the teacher.

If the outcome of the conference with the principal is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within ten working days. The superintendent will investigate the complaint and render a decision.

If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten working days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

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

6. Student with Disabilities Complaints (Board policy IGBAG)
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 school principal.

7. Students with Harassment Complaints (Board policies JBA/GBN)
Harassment by staff and students on the basis of race, color, religion, sex, national origin, disability, marital status or age 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:

- a. Submission to the conduct or communication is made either explicitly or implicitly a term or condition of a student's education or participation in district programs or activities or as a condition of employment for staff
- b. Submission to or rejection of the conduct or communication is used as the basis for decisions affecting a student or employment or assignment of staff
- c. The conduct or communication 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
- d. The conduct or communication has the effect of creating an intimidating, offensive or hostile educational or working environment
- e. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.

8. Investigation and Hearing Process Concerning Harassment

(Board policies GBM/GBM- AR)

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning 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 harassment complaint shall be presented in writing or orally to the school principal, compliance officer or superintendent. If the complaint is submitted in writing, it should include the specific nature of the sexual harassment and corresponding dates.

Step 2 The school principal or district official shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the complaint or reported incident with all concerned parties. The school principal or district official conducting the investigation shall notify the student and student's parents in writing when the investigation is concluded. The letter, together with any other documentation related to the harassment incident will be forwarded to the superintendent.

Step 3 If the complainant is not satisfied with the decision at Step 2, he/she 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's appeal within ten working days.

Step 4 If the complainant is not satisfied with the superintendent's or designee's decision, a written appeal with the Board may be filed within five working days after receipt of the Step 3 decision. The Board shall conduct a hearing, at its next regular meeting following receipt of the complaint or at a mutually agreed time, at which time the complainant shall be given an opportunity to present the written appeal. The Board shall provide a written decision to the complainant following completion of the hearing.

Step 5 If a sexual harassment complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Direct appeals may be filed with an enforcement agency at any time.

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 harassment. Students or parents with complaints not covered by this student handbook should contact the principal.

MILK PROGRAM

Milk Program: (Board policy EFAA)

Evergreen participates in the Federal Special Milk program. Information regarding this program is sent home at the first of each year and is also available at the school.

BUS PROGRAM POLICIES (Board policies EEA/EEAB/EEAC)

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

Transportation Rules

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

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

Disciplinary Procedures for Violations of Transportation Rules

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

First Incident: The student will be informed of what he/she has done wrong and what he/she must do to correct the behavior.

Second Incident: The student will be told that he/she will be placed in an assigned seat.

Third Incident: Student will be in an assigned seat and be told that his/her parents will be called.

Fourth Incident: Student will be cited.

1. First Citation - Warning*: The driver verbally re-states behavior expectations and issues a warning citation, and contacts the parent.

2. Second Citation*: The student may be suspended from the bus until a conference, arranged by the

transportation supervisor, has been held with the student, the parent and the bus driver.

3. Third Citation* of the year: The student receives a five to ten day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

4. Severe Violations: The transportation supervisor and principal will use the District's disciplinary procedures for student conduct to process any severe violation. Any severe violation will result in the immediate suspension of the student for a minimum of ten days, and up to a one year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the parent and the principal.

5. In all instances, the appeal process may be used if the student and/or parent desires, see Discipline Procedures for District-approved Student Transportation - EEAC-AR.

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

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

Specialized transportation

If your child receives specialized transportation (usually a mini bus), you are required to contact **First Student Transportation at 503-873-8033 to cancel** transportation as soon as you know your child will not be riding his/her bus in the AM and/or PM on a particular day.

