

SILVER FALLS SCHOOL DISTRICT

Evergreen Elementary School

STUDENT/PARENT MODEL HANDBOOK

2021-22

Revised August 2021

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 any basis protected by law, including but not limited to an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Titles VI, and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act, as amended; the Americans with Disabilities Act of 1990; the Americans with Disabilities Act Amendments Act of 2008 and Title II of the Genetic Information Nondiscrimination 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
Dan Busch, Assistant Superintendent
Leslie Roache, 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 collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available on the district website.

Procedure for filing a complaint can be found on the district's home page at silverfallsschools.org.

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

Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook. Parents must also give their signed and dated written permission for the district to release personally identifiable information.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

District Information

The Silver Falls School District is comprised of 11 public schools and 2 public charter schools 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), Community Roots Charter School (K-8), Butte Creek (K-8), Central Howell (K-8), Mark Twain Elementary (K-5), Evergreen (K-8), Silverton Middle School (6-8), Pratum (K-8), Robert Frost (K-5), Scotts Mills (K-8), Silver Crest (K-8), Silverton High School (9-12), and Victor Point (K- 8).

Board of Directors

Jonathan Edmonds, Chair
P.O. Box 1027
Mt. Angel, OR 97362
Zone 6
Joined Board: July 2018
Term expires: 6/30/23

Jennifer Traeger
450 W. Main St.
Silverton, OR 97381
Zone 4
Joined Board: July 2017
Term expires: 6/30/25

Janet Allanach
P.O. Box 1056.
Silverton, OR
Zone 1
Joined Board: July 2019
Term expires: 6/30/23

Tom Buchholz
19564 Haines Rd.
Scotts Mills, OR 97375
Zone 7
Joined Board: July 2011
Term expires: 6/30/23

Aaron Koch
P.O. Box 1148
Silverton, OR 97381
Zone 5
Joined Board: July 2021
Term expires: 6/30/25

Lori McLaughlin
P.O. Box 863
Silverton, OR 97381
Zone 3
Joined Board: July 2019
Term expires: 6/30/23

Owen Von Flue
5146 Ike Mooney Rd.
Silverton, OR 97381
Zone 2
Joined Board: July 2021
Term Expires: 6/30/25

District Office Administrators

Scott Drue, Superintendent
Dan Busch, Assistant Superintendent
Dana Pedersen, Director of Special Services
Leslie Roache, Director of Teaching and Learning

Time and Location of Board Meetings

Monthly Board meetings are scheduled for the 2nd Monday of each month beginning at 7:00 PM

Monthly Board work sessions are scheduled for the 4th Monday of each month beginning at 7:00 PM.

School Information

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 with 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.

SCHOOL INFORMATION

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|---------------------------------------|---|
| 1. Mailing address: | Evergreen Elementary School
3727 Cascade Highway NE
Silverton, OR 97381 |
| 2. Telephone Number: | (503) 873-4845 |
| 3. School Hours | Students: 8:00 a.m.-2:30 p.m.
Teaching Staff & Office 7:30 a.m.-3:30 p.m. |
| 4. Staff List | |
| K/1st | Mrs. Michelle Buckley |
| 2 nd /3rd | Mrs. Angi Miller |
| 4 th /5th | Mrs. Katie Pool |
| 6 th /7 th /8th | Mr. Casey Murphy |
| Special Education | Mr. Wes Holman |
| Counselor | Mrs. Natalie Esden |
| Principal | Mr. Jamie McCarty |
| Secretary | Mrs. Lisa Kuenzi |
| Custodian | Ms. Christina Graves |
| Educational Assistants | Mrs. Lyndsay Huebsch, Mrs. Sharon Berekoff, Mrs. Ashley Lindstrom, Mrs. Shantelle Meyer |



EVERGREEN ELEMENTARY SCHOOL

2021-22 Planning Calendar

SEPTEMBER

- 2 Cleanup Night @ 6:00pm
- 7 First day of school
- TBA EPTC Meeting
- 15 School Pictures
- 20 Early Release @ 12:30pm

OCTOBER

- 1 SHS Homecoming – Parade Float
- TBA EPTC Meeting
- 7 Annual Pie Social Fundraiser @ 6:00pm
- 8 Inservice Day – No School
- 11 Early Release @ 12:45pm

NOVEMBER

- TBA Vision Screening (K-5th) @ 9:15am
- TBA EPTC Meeting
- 11 Veteran’s Day – No School
- 19 Thanksgiving Celebration
- 22 Inservice for teachers 7:30-3:30pm
Parent-Teacher Conferences 3:30-7:30pm
- 23 Parent/Teacher Conferences 7:30am-7:30pm
- 24-26 Thanksgiving Break – No School
- 29 Early Release @ 12:30pm

DECEMBER

- TBA EPTC Meeting
- 16 Christmas Program @ 6:00pm
- 20-31 Christmas Break

JANUARY

- 3 School resumes
- 3 & 24 Early Release @12:45pm
- TBA EPTC Meeting
- 17 Martin Luther King – No School
- 28 Inservice Day – No School

FEBRUARY

- TBA EPTC Meeting
- 7 & 28 Early Release @ 12:30pm
- 21 President’s Day – No School

MARCH

- 7-11 Classified Employee Appreciation Week
- TBA EPTC Meeting
- 11 Inservice Day – No School
- 14 Parent/Teacher Conferences – No School
- 21-25 Spring Break – No School
- 28 Early Release @ 12:30pm

APRIL

- TBA EPTC Meeting
- 8 Grandparent’s Day
- 11 & 25 Early Release @ 12:30PM
- 29 Inservice Day – No School

MAY

- 2-6 Teacher Appreciation Week
- 6 Kinder roundup @ 1:00pm
- 9 Early Release @ 12:30pm

- TBA EPTC Meeting

- TBA 6-8th Track Meet

- 30 Memorial Day – No School

JUNE

- TBA EPTC Meeting
- 10 8th Graduation @ 5:00pm
- 16 Last day of school – Field day/Early dismissal

Admission (Board policies JEC/JECA/JECB/JECB-AR/JECBA/JECBB)

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

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

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law 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.

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

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

Alternative Education Programs (Board policy IGBHA and 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; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be

registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement.

The district 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

1. Evening classes;
2. Tutorial instruction;
3. Small group instruction;
4. Professional technical program;
5. Work study;
6. Instructional activities provided by other accredited institutions;
7. Community service;
8. Independent study;
9. Expanded Option Program;
10. 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

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

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

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

If a student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

Asbestos (Board policy EB)

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

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

Lorin Stanley, Maintenance and Facilities Director, serves as the district's asbestos program manager and may be contacted for additional information.

Assemblies

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

Assessment Program

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

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

Assignment of Students to Classes (Board policy JECD)

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

Assignment of Students to Schools (Board policy JECBB)

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. Parents should make an appointment with their child's principal if they would like more information on transferring within or outside the District.

Attendance (Board policy JE/JEA)

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

The district will notify the parent, in writing and in the native language of the parent, that, in accordance with law, the superintendent will schedule a conference with the nonattending student and his/her parent(s) to discuss attendance requirements. At this time the parent has the

right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP. Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine.

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

Student Absences and Excuses (Board policy JED)

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

1. Illness, including mental and behavioral health of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year.
5. Field trips and school-approved activities;
6. Medical or dental appointments. Confirmation of appointments may be required;
7. 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, with the teacher's permission, report to the school office. The principal or designee will decide whether or not the student should be sent home and will notify the student's parent as appropriate.

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

Truancy (Board policy JEDA)

A student who is absent from school or from any class without permission will be considered truant and may be subject to disciplinary action including detention, suspension, ineligibility to participate in athletics or other activities.

Career Endorsements

A high school diploma will be made available to eligible district students. Career-related learning experience opportunities for students may include school-based, work-based or community-based experiences that connect to the student's education plan and reflect a high quality career-related course of study which informs students about future choices and simultaneously prepares the student for further education, lifelong learning and employment. Contact the school principal or a counselor for additional information.

Clubs and Organizations (Board policy IGD, IGDD, IGDK, and KI)

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

Communicable Diseases (Board policy JHCC/JHCC-AR)

Parents of a student with a communicable or contagious disease are asked to telephone the [school nurse/principal] so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. The restriction is removed by the written statement of the physician, physician assistant, nurse practitioner, local health department nurse or school nurse that the disease is no longer communicable to others in the school setting.. , The following are "restrictable diseases" which are defined by rule and include but are not limited to chicken pox, diphtheria, hepatitis A, measles, mumps, pertussis, rubella, Salmonella enterica serotype typhi infection, scabies, Shiga-toxigenic Escherichia coli (STEC) infection, shigellosis and tuberculosis disease, and may include a communicable stage of hepatitis B infection if, in the opinion of the local health officer, the person poses an unusually high risk to others (e.g. a child that exhibits uncontrollable biting or spitting). Restrictable disease also includes any other communicable disease identified in an order issued by the Oregon Health Authority or the local public health officer as posing a danger to the public's health.

Parents with questions should contact the school office.

Computer Use (Board policy IIBGA and IIBGB)

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including E-mail access for personal use, must conform to state and federal

laws, district policies, and administrative regulations.

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

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

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent, or received, generated, or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

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

Students may use their own personal communication devices including, but not limited to, laptops, iPads, tablets, phones, etc., based on the individual school rules. Please refer to your child's specific school for more detailed information.

If a staff member receives electronic communication from a student that may be overly personal, romantic, or otherwise crosses appropriate student/staff boundaries, the staff member is to show his or her supervisor the message immediately. The supervisor will then determine the best course of action to address the situation with the staff member, student, and parents.

Conduct

See Silver Falls School District Guidelines for Student Conduct

Conferences

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

Students and parents may also expect teachers/counselors to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student is not maintaining behavior expectations or 3) in any other case the teacher considers necessary.

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

Counseling (Board policy IJ)

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-12.

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.

Cyberbullying (Board Policy JFCF, JFCF-AR, GBNA and GBNA-AR)

The district prohibits any form of harassment, including harassment through electronic means, which is known as cyberbullying. "Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses or is otherwise intended to harm, insult, or humiliate another in another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Staff and students

will refrain from using personal communication devices or district property to harass or stalk another. 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.

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. (See Fee, Fines and Charges.)

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.

Dances/Social Events (Board policy IGD)

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.

Discipline/Due Process (Board policy JG, JGDJGE, JGDA and JGEA)

See Silver Falls School District Guidelines for Student Conduct

Detention

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

Cyber Bullying

The district prohibits any form of harassment, including harassment through electronic means, which is known as cyber bullying. 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.

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.

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.

Distribution of Material (Board policy IGDB, IIBGB, and 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 other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

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

Dress and Grooming (Board policy JFCA)

The school board charges each school with establishing a dress code that promotes appropriate grooming and hygiene, prevents disruption, and avoids safety hazards. The parent or guardian is responsible for their child's dress and grooming at school. Fulfilling this responsibility maintains a positive school culture and enhances the potential of our learning environment. To that end, please adhere to the following:

- The student's body and clothing should be clean and free of obvious odor, excessive pet dander, or other potentially disruptive uncleanness.
- The student's clothing should cover the trunk of the body and upper legs, from the shoulder and collar bone to four inches above the knee. This clothing should not be skin-tight, nor should it restrict movement.
- If legs are covered by a loose layer that may slide up during normal school activities, including recess and PE, a layer of appropriate length should be worn under it.
- The student's clothing should be free from any suggestive or obscene wording or images, depictions or promotion of drugs or alcohol, or gang affiliation. Bandannas are not appropriate at school.

- Other than for the purpose of specific religious observances or athletic activities, head coverings including hats, stocking caps, hoods, and sunglasses should not be worn inside the school building.
- The student's shoes should provide reasonable protection from slipping or harm to the foot and the sole should have no more than a one-inch heel. PE shoes should be close-toed, have an athletic sole and no heel.

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

Drills – Fire, Earthquake and Other Emergency Drills (Board policy EBCB)

Instruction and drills on fire, earthquake, and safety threats 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.

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

Drug, Alcohol and Tobacco Prevention Program (Board policy IGAEB)

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

Parents are encouraged to contact the counseling school office for information on district and

community resources available to assist students in need.

Emergency Medical Treatment (Board policy EBBA)

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

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

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

Emergency School Closing Information (Board policy EBCD)

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

A phone broadcast system for staff and parents will be activated in the event of delayed openings or school closures. Additionally, several local radio stations regularly report delayed openings and school closures.

In the event that all district schools are closed due to emergency conditions, the Silver Falls School Board may elect to re-schedule those school days at the end of the school year. Because of the likelihood of this occurring, it is important not to make travel plans for the days immediately following the last day of school on the district calendar.

Extracurricular Activities (Board policy IGD)

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities. Many worthwhile learning experiences are provided through involvement in student government, student clubs, athletics, and other activities. Interested students should contact the office for additional information.

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 (e.g., pencils, paper, erasers, and notebooks) and may be required to pay certain other fees or deposits, including:

1. Club dues;

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

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

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

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

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;

There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt. Such requests must be received no later than 10 calendar days following the district's notice. All such restrictions and/or penalties shall end upon payment of amount owed.

Field Trips (Board policy IICA)

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

Flag Salute

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

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

Fund Raising (Board policy IGDG and IGDF)

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

All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's educational and extracurricular activities programs. The principal is responsible for administering student activity funds.

Gangs (Board policy JFCEA and 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.

In its 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.

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 non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

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

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.

Graduation Requirements (Board Policy IKF)

The Board has established graduation requirements in this policy for the awarding of a high school diploma, a modified diploma, an extended diploma, and an 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.

Graduation Exercises (8th Grade Promotion)

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. 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 will not be allowed to participate in the graduation ceremonies.

Graduation Requirements (8th Grade)

Students earn a diploma by meeting the following criteria:

- Students must maintain 2.0 GPA for the seventh and eighth grade school years based on a four-point system

- Students are in attendance 95% of their seventh and eighth grade years

The principal will have some latitude in cases such as prolonged illness and handicapped students.

Hazing/Harassment/Intimidation/Bullying/Menacing/ Cyberbullying/Teen Dating Violence, Domestic Violence (Board policy JFCF and JFCF-AR)

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

Students whose behavior is found to be in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials.

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

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

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

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

“Teen dating violence” means:

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

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

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

“Cyberbullying” is the use of any electronic communication device to harass, intimidate, or bully.

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

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

Reporting

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

Any student who has knowledge of conduct in violation of Board policy JFCD or feels they have been subjected to an act of hazing, harassment, intimidation, bullying, or menacing, a victim of teen dating violence and acts of cyberbullying in violation of this policy is encouraged to immediately report concerns to the principal or designee who has overall responsibility for all investigations. A report made by a student or volunteer may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the

appropriate district official.

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

All reports will be promptly investigated with the following procedures:

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

Step 2 - The district official receiving the complaint shall promptly investigate. Parent will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All finding related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

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

Step 3 - If the complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 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 10 working days.

Step 4 - If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 30 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 20 working days following completion of the hearing..

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Direct complaints related to educational programs and services may be made to the U.S.

Department of Education, Office for Civil Rights.

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

Homeless Students (Board policy JECBD)

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 or 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 Leslie Roache at 503-873-5303, the district's liaison for homeless students.

Homework

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

Immunization (Board policy JHCA/JHCB)

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

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

Infection Control/HIV, HBV, and AIDS (Board policy JHCC and JHCCBA/EBBAB/GBEBAA)

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.

Infection/Disease Instruction

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

Students of parents with questions about the district's AIDS, HIV, HBV, and HCV health education program should contact the school principal.

HIV, HBV, AIDS - Students

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

HIV - Human Immunodeficiency Virus

HBV - Hepatitis B Virus

AIDS - Acquired Immune Deficiency Syndrome

HCV – Hepatitis C Virus

Insurance (Board policy EIA)

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

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

Lockers (Board policy JFG)

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

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

Lockout/Lockdown Information (Board policy EBCB)

Each school in Silver Falls School District has lockout/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. If possible, a message will be sent to parents through the Parent Broadcast System indicating that the school is in lockout/lockdown. Since the effectiveness of a lockout/lockdown relies upon the security of the building, parents are asked to remain away from school until the lockout/lockdown is lifted. The lifting of a lockout/lockdown occurs after mutual agreement is reached by law enforcement and school district officials.

Local Wellness

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

Lost and Found

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

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

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

Meal Program (Board policy EFAA)

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The district participates in the National School Lunch, School Breakfast, Special Milk, Child, and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP) and Commodity Programs and offers free meals based on a student's financial need. Applications are sent home in the first of the year mailing and are also available in the school office. Lunch is served at Evergreen School. Teachers supervise their respective eating areas (classrooms). Each room will be responsible for its own clean up. Lunch count is taken every day by the teacher and is sent to the district cook. Lunch is delivered each day to the school from a district kitchen. Lunch money and records are the responsibility of the Principal.

Additional information can be obtained in the office.

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.

Medicine at School (Board policy JHCD/JHCDA)

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

District Administered Medication (Forms available at school office)

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

Written instructions of the prescriber are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration, any special instructions, and the signature of the prescriber. A prescription label prepared by a pharmacist at the direction of a prescriber meets the requirement for written instructions from the prescriber if the information above is included.

Written instructions which include the information above and the reason that the medication is necessary for the student to remain in school are required for all requests to administer nonprescription medication.

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

In situations when a licensed health care professional is not immediately available, designated personnel may administer to students, by means of injection, epinephrine, glucagon, or other medication as prescribed and allowed by Oregon law (ORS 851-047-0030).

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

Premeasured Doses of Epinephrine

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

Self-Medication (Forms available at school office)

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

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

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

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

All medication must be kept in its appropriately labeled, original container. The student's name is to be affixes to nonprescription medication.

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

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

Contact the school office for additional information and forms.

Medical Protocols

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

Nutrition and Food Services (Board policy EFAA)

The district participates in the National School Lunch Program, School Breakfast and Special Milk and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Some schools do not participate. Additional information can be obtained in the office.

Please Note: Food provided for class events must be limited to “store bought” items that come to school, preferably in a sealed container.

Parental Rights (Board policy KAB)

The Board recognizes the importance of promoting parental input in decision making related to their student's health and general well-being, in determining district and student needs for educational services, in program development and district operations. To assist the district in this effort, and in accordance with the Every Student Succeeds Act (ESSA), the district affirms the right of parents, upon request, to inspect:

1. A survey created by a third party before the survey is administered or distributed by the district to a student, including any district survey containing “covered survey items” as defined by the ESSA.
2. Any instructional material used by the district as part of the educational curriculum for the student.
3. Any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

As provided by law, parents of district students will also, upon request, be permitted to excuse their student from “covered activities” as defined by the ESSA.

Parental Involvement (Board policy GBH/JECAC)

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

1. Encourage their student to put a high priority on their education and to commit themselves to

- making the most of the educational opportunities the district provides;
2. Keep informed on school activities and issues. The school newsletter, "Back to School" nights, and parent/booster club meetings provide opportunities for learning more about the district;
 3. Become a school volunteer. For further information, contact the principal or your child's teacher. Participate in school parent organizations. The activities are varied, ranging from graduation activities to the school's site council, with its emphasis on instructional improvement to the Parent Teacher Club.

Pediculosis (Head Lice) (Board policy JHCCF)

Students with suspected cases of lice will be referred to the school nurse or trained staff member for assessment. Students found with live lice will be excluded at the end of the school day. Students excluded from school will be readmitted after a parent or guardian has verified that treatment has occurred and the student is free of live lice. Students found with nits (lice eggs) only or returning after exclusion with the presence of nits only will not be excluded but will be subject to periodic checks to confirm continuing absence of live lice.

Successful treatment of head lice requires a coordinated approach and may involve the use of antilouse products, combing and implementation of preventative measures recommended by health authorities. The district will provide parents of students found to have contracted head lice with treatment information. It is the district's intent to not only eliminate the current infestation, but also to prevent a repeat episode.

Personal Electronic Devices and Social Media (Board policy JFCEB and JFCEB-AR)

Students may be allowed to use and possess personal electronic devices on district property and at district-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment or district-sponsored activities or violate Board policies, administrative regulations, school or classroom rules, state and federal laws.

A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless is approved by a district representative.

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

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

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

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

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.

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.

Physical Examinations (Board policy JHCA/JHCB)

Students in grades 5-12 must have a physical examination performed by a physician prior to practice and competition in athletics.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sport season.

Students shall not participate without a record of passing a physical examination on file with the

district.

Posters (Board policy KJ and KJA)

The principal or designee must first approve signs, 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.

Program Exemptions (Board policy IGBHD)

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.

Promotion, Retention and Grade Level Placement of Students (Board policy IKE)

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.

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

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

Release of Students from School (Board policy JEF/JEFA/JEFB)

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

Reports to Students and Parents (Board policy IK and IKA)

Written reports of student grades and absences shall be issued to parents throughout the school year. Parents will be notified of student benchmark progress as appropriate. Grades will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

Restraint and Seclusion (Board policy JGAB)

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

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

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

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

Parents will be notified if their student has been restrained or secluded as described above.

Searches (Board policy JFG and 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 which 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 the rightful owner, as appropriate

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.

Special Programs (Board policy IGBA, IGBC and IGBI)

Bilingual Students

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:

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

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.

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.

The process outlined below was created based on the most current information I have on this change. It has been reviewed by the district's attorney. I expect the process may be refined once we have more guidance from ODE. In the meantime please follow the process below if/when you get such a request.

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.

Title IA Services

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review, and improvement of the school's Title IA program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title IA. Students or parents with questions should contact a building administrator or counselor. the school principal.

Student/Parent Complaints)

***Discrimination Complaints (Board policy JB and AC)**

A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact the school principal or Dan Busch, Assistant Superintendent at the district office.

Division 22 Education Standards Complaints (Board policy KL)

Any resident of the district, parent of a student attending district schools or a student attending a school in the district may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

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

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

Public Complaints (Board policy KL/KL-AR)

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The employee shall respond within five working days.

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written signed complaint with the administrator or supervisor. The administrator or supervisor shall evaluate the complaint and render a decision within five working days after receiving the complaint.

If the complaint is not resolved, within 10 working days of the meeting with the administrator or supervisor, the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved and prepare a report of his/her

findings and conclusion and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the superintendent's decision is final. The complainant shall be informed in writing or in electronic form of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Standards), Oregon Revised Statute (ORS) 339.285 to 339.383 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, who is a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal rights with the Deputy Superintendent of Public Instruction as outlined in Oregon Administrative Rule (OAR) 581-002-0040 [(See KL-AR(2) – Appeal to the Deputy Superintendent of Public Instruction)].

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR – Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outline in OAR 581-021-0049.

*** Staff Sexual Conduct with Students (Board Policy JHFF)**

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

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

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct.

***Students with Sexual Harassment Complaints (Board policy JBA/GBN)**

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

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

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

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

Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step 2 The district official receiving the information or complaints shall promptly initiate an investigation. The district official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant (in writing) when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

Step 3 If a complainant is not satisfied with the decision at Step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board

shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the regional Civil Rights Director, U.S. Department of Education, and Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

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

Talented and Gifted (TAG) Programs and Services Complaints (Board policy IGBBC)

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

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

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

Student Education Records (Board policy JO/IGBAB, JOA, JOB and JN)

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

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

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

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;

6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Such additional information as the district may prescribe.
13. The provision of the student's social security number is voluntary and will be included as part of the student's permanent records only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

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

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.

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.

Access/Release of Education Records (Board policy JECAC/GBH)

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

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

Provision For Hearing to Challenge Content of Education Records

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

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

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

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

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

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 recent previous educational agency or institution attended.

The district is required by law to release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the district withhold this information.

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 and a secondary student's name, address and telephone number will be released upon a request made by military recruiters and/or institutions of higher education.

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.

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, a list of personal characteristics or other such information that would make the student's identity easily traceable. At no point will a student's Social Security Number or student identification number be considered directory information.

Supervision of Students (Board policy 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.

Talented and Gifted Program (Board policy IGBBA and IGBB)

Identification of Talented and Gifted Students

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

- 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;
- Behavioral, learning and/or performance information;
- A nationally standardized mental ability test for assistance in the identification of intellectually gifted students;
- A nationally standardized academic achievement test of reading or mathematics (or a test of total English Language Arts/Literacy or total mathematics on) such as The Smarter Balanced Assessment for assistance in identifying academically talented students.

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

Appeals

A parent may appeal the identification process and/or placement of his/her student in the district's TAG program for talented and gifted students as follows:

Informal Process:

1. The parent will contact the district's Director of Teaching and Learning to request reconsideration;
2. The Director of Teaching and Learning will confer with the parent and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement or services will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

1. The parent shall submit a written request for reconsideration of the identification and/or placement to the program supervisor;
2. 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.
3. The Program Supervisor, Director of Teaching and Learning, Alternative Education Program administrator, and other appropriate administrators shall review the student's file and earlier decisions within ten (10) working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. The parent may be provided an opportunity to review school/district data and present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures.
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent is still dissatisfied, an appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR) may be used. The district shall provide a copy of the appropriate OAR upon request.

Threats (Board policy JFCM and JFCF)

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

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

Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems (Board policy JFCG/KGC/GBK)

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

Student possession, use, sale, of distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited.

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

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

Intradistrict Transfer Students (Board policy JECBB)

Attendance areas are established by the Board for district schools. Students are expected to attend the school serving their place of residence unless an option to transfer to another district school has been provided by the district to meet the requirements of the Every Student Succeeds Act of 2015 (ESSA), state law, or Board policy. With the superintendent’s approval, the district may grant the request of a resident student to attend another school within the Silver Falls School District. Students who attend a district school identified as persistently dangerous, or who are victims of a violent criminal offense recurring in our on the grounds of the school the student attends, may transfer to a safe public school in the district.

Transportation of Students (Board policies EEA/EEAB and EEACC)

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. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms, or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver,
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

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

Disciplinary Procedures for Violations of Transportation Rules

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

1. First Citation:
(Warning) The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation:
(Suspension) The student is suspended from the bus until a phone conference, student, the parent, and the bus driver.
3. Third Citation:
(Suspension) 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: (Suspension or Expulsion) 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 desire.

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

Vehicles/Bicycles/Skateboards on Campus

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

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

Use of skateboards/rollerblades/scooters on district property during non-school hours is at the user's risk.

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

Video Surveillance (Board policy ECAC)

The Board authorized the use of video cameras on district property to ensure the health, welfare and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Visitors (Board policy KK)

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school

property. The principal will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal

Photo Release

- We publish student pictures on our website and Facebook page.
- We also publish a yearbook. We will have parent volunteers and students taking pictures for the yearbook.
- If you do NOT want your child's picture taken or published, please let us know.

Social Media Etiquette

- We love our students and want to partner with you to do what is best for your child.
- If something is going poorly, please let us know. Email, call, stop by and talk to teachers, counselors, or a principal – we want to do our best and work things out.
- Please do not complain about teachers or your student's school on your social media page. We live in a small community and we see many of your posts. We're all human and make mistakes. We're all human and have feelings.