

# Warrenton Grade School

Student/Parent Handbook  
2016-2017



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## **MISSION STATEMENT**

The mission of Warrenton Grade School is to provide students with a quality education enabling all learners to become successful, productive, responsible and respected members of their community, their country and their world.

Warrenton-Hammond School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education of access to benefits of education services, activities and programs in accordance with Title VI, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

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

Mike Moha, Compliance Officer

**The Warrenton-Hammond School District #30 is an equal opportunity educator and employer.**

2016-2017

Welcome to Warrenton Grade School:

We are looking forward to a great year of learning at Warrenton Grade School. We value our entire staff, our students and our families. We know our responsibility is to provide an exceptional education for your child and your support as parent/guardian is critical. Your suggestions are always welcome and you are encouraged to contact our staff with any concerns, suggestions or ideas you have about how we could better serve our students. You are encouraged to use the information in this handbook to better understand our expectations for students and their learning environment.

Parents/guardians are encouraged to become involved as much as your time and schedule allows. We welcome volunteers in the classrooms, on special events and to participate in our parent-teacher organization, PATHS (Parent and Teachers Helping Students). As part of our safety plan, all school visitors are asked to sign in and get a badge. Volunteers are required to complete a background check prior to volunteering in the classroom as a part of our overall safety plan.

Regular attendance is required under the state law. We know your child can be a successful learner with good attendance habits. Please support these efforts at home by providing your child with routines and adequate rest each day.

Our school improvement goals include improving student achievement in writing and math as well as promoting student wellness. We know healthy kids can learn and achieve to their full potential and have focused on a school wide wellness plan for the year to support their achievement.

Please join us in the journey of preparing your child to be a respectful, responsible citizen now and in the future.

Tom Rogozinski  
Principal



**GENERAL SCHOOL INFORMATION AND STUDENT  
RESPONSIBILITY, RIGHTS, AND DISCIPLINE**

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## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents/guardians 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. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

Warrenton Grade School's students are expected to be safe, respectful, and responsible. Students are expected to act in a way that allows teachers to teach and students to learn.

## **STUDENTS**

### **As a student, you have a right to:**

- Talk with your teachers, counselor, and other school staff about any concerns.
- Receive fair discipline without discrimination.
- Learn in a safe, respectful environment.
- Report any incidents of bullying, harassment, abuse, and verbal or physical threats.
- Access your own records, within appropriate guidelines.

### **As a student you have a responsibility to:**

- Attend school regularly, arrive on time, bring appropriate materials, and be prepared to participate in class and do homework.
- Do your best.
- Respect the rights, feelings, and property of other students, parent/guardian, school personnel, visitors, guests, and school neighbors.
- Behave properly on school grounds, school buses, at bus stops, at any school-related activities, and in the classroom so as not to interfere with teaching and learning.
- Follow classroom, school, and district rules.
- Report violations of rules.
- Accept accountability for your actions and words
- Apologize if you have offended someone.

## **PARENT/GUARDIAN**

### **Your parent/guardian has a right to:**

- Receive regular official reports of your academic progress and attendance.
- Make recommendations and give input about educational planning.
- Participate in conferences with teachers and/or the principal.
- Receive explanations from teachers about your grades.
- Access all your school records, within appropriate guidelines.
- Obtain further clarification on student rights, responsibilities, and discipline.

### **Your parent/guardian has a responsibility to:**

- Assist school staff by sharing ideas for improving student learning and preventing or resolving student discipline problems.
- Ensure attendance is prompt and regular while also providing the school with explanations for your absences or tardiness.
- Attend parent/guardian conferences.
- Help enforce student compliance with school rules.
- Provide appropriate supervision for the student before and after school.
- Review and discuss student rights, responsibilities, and discipline with the student.
- Support the school positive behavior programs.

# General Information

## Agenda Books

Students in grades 5-8 may purchase and use agenda books to keep track of class assignments and homework.

## Alternative Education Programs

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs.

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

Parent/guardians may request additional in district alternative education programs by submitting written requests to the principal.

## Arrival and Dismissal

### **Supervision of Students Begins at 7:50 AM.**

Please plan student arrival time when supervision is provided. For safety purposes, students are not to be at school ahead of this supervised time unless they are attending Rise and Shine Club.

### **Rise and Shine Club**

Two WGS staff members will supervise in the gym and the cafeteria from 7:20 a.m. to 7:50 a.m. each morning before school. This is a free program open to all WGS students.

### **After School Plans**

A set routine is the preferred method of after school planning. If a child has a change in his or her after school routine, a note signed by a parent/guardian must be provided to the child's teacher. Please refrain from making changes after 2:00 p.m.

### **Bus Changes/Notes**

If there must be a change to a student's usual after school plans that involve the bus, parents must provide written notification of the change to the office. The student will then be given an official bus note for both the teacher and the driver. **For your child's safety, we will not be able to accept bus changes over the telephone. For safety reasons, kindergarten and 1<sup>st</sup> grade students must be met at the bus stop by an adult.**

### **Riding Bike/Walking to School**

Students in 3<sup>rd</sup> grade or younger will either ride the bus or be picked up by a parent/guardian.

Students in 4<sup>th</sup> grade must have a parent/guardian note on file giving them permission to ride their bike or walk to and from school. Only students with signed notes on file will be allowed to bike or walk to school.



### **During the Day Student Check Out/Check In**

Parents/guardians need to sign their child out of the school when a student is picked up during the school day. Parents/guardians must also accompany their child to check in when they arrive after the start of the school day or send a written note.

### **End of Day Student Pick Up**

All students in grades K – 4 getting picked up at the end of the day will be signed out by an authorized adult. This is for safety purposes and supervising staff members may ask for identification verification for any adult, including the parent/guardian, picking up a student.

Grades K – 2: Parents/guardians picking up students in grades kindergarten through 2<sup>nd</sup> will sign them out either directly from the classrooms (K and 1<sup>st</sup>) or from the play-shed (2<sup>nd</sup>).

Grades 3 - 4: Parents/guardians picking up students in grades 3<sup>rd</sup> and 4<sup>th</sup> will do so in the waiting area of the cafeteria.

Grades 5 – 8: Students in grades 5<sup>th</sup> through 8<sup>th</sup> are released at their designated dismissal time.

## Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for inspection at the District Office. The superintendent serves as the district's asbestos program manager and may be reached 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 subjected to disciplinary action.

## Assignment of Student to Schools

Students are required to attend the school in the attendance area which they reside, unless otherwise provided by state and federal law.

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

A parent/guardian of any student receiving regular education, Section

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

## Attendance

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

The district will notify the parent/guardian in writing or in person through a truancy officer, in accordance with law; the principal will schedule a conference with the non-attending student and his/her parent/guardian(s) to discuss attendance requirements. The written notice will include the following:

1. The principal or the designee has the authority to enforce the provisions of the compulsory attendance laws.
2. Failure to send a student to school is a Class C violation.
3. A citation may be issued by the district.
4. A conference with the parent/guardian and student is required.

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

Any parent/guardian 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 the law and is punishable by a court imposed fine, as provided by ORS 339.925.

The expectation for make-up work following an excused absence is that work be submitted within one day of each day absent. (For example: one day's absence, one day after return, two day's absent, two days after return, etc.)

Students absent from school may not attend any school activities the day of the absence without administrative approval.

### **Attendance Calls**

Please notify the office if your child is ill or not in attendance as early in the day as possible. Office staff will be making attendance calls to verify any unreported absences.

## **Absence and Excuses**

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

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

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 signed note from their parent/guardian to inform the teacher and be signed out by parent/guardian at pick up.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The school nurse will decide whether or not the student should be sent home and will notify the student's parent/guardian, as appropriate.

## **Unexcused Absences/Tardies**

Attendance is taken the first 15 minutes of the school day. If a student is more than 15 minutes late, he/she must report to the office for an admit slip. Middle school students entering a class after 10 minutes will be counted absent.

There are several situations in which an absence will be considered unexcused:

Failure to provide verbal or written parent/guardian excuse.  
Returning to school after an absence without obtaining an admit slip.  
Leaving the building without permission. Students must be signed out by parent/guardian.  
Failure to provide a signed note from a doctor or dentist showing medical or dental appointment was kept.  
Missing a school bus, a faulty alarm clock, car troubles or day care issues are not excused.

## **Truancy**

Truancy is an absence from class or school for any part of a day without permission from home or school. Truant students may not be

allowed to make up the missed work. Parent will be notified and appropriate disciplinary action may be taken.

Parents/guardians have the capability of tracking their student's attendance through ParentVue.

## Authority of the School

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

## Before and After School

Students can be disciplined for misbehaving on the way to and from school. School personnel, however, cannot be assigned to supervise students who walk to and from school. School personnel are not responsible for the students' conduct or safety while en-route to and from school prior to or after published school hours.

### **Kindergarten School Hours**

8:00 a.m. - 2:55 p.m.

### **1<sup>st</sup> - 2<sup>nd</sup> School Hours**

8:00 a.m. - 2:50 p.m.

### **3<sup>rd</sup> - 4<sup>th</sup> School Hours**

8:00 a.m. - 2:53 p.m.

### **5<sup>th</sup> - 8<sup>th</sup> School Hours**

8:00 a.m. - 3:00 p.m.

## Cafeteria-Breakfast and Lunch

Students may bring lunches from home or purchase a lunch. **Students may not share food with one another.** Lunches may be purchased in the WGS office or via MealTime online payment system.

Make checks payable to: Warrenton Grade School

School Breakfast: No Cost

Milk Only: \$0.35

Grades K- 6: \$2.10

Grades 7- 8: \$2.25

Adult Lunch: \$3.25

The district participates in the National School Lunch, School Breakfast, Special Milk and Commodity Programs and offers free and reduced-priced meals based on a student's financial need. Additional information may be obtained in the WGS office. Breakfast is served to every child each school day at no cost. Students have the option of not eating breakfast if they wish.

Information regarding the free and reduced meal program is mailed home prior to the start of the school year. Return the completed

application to the school office as soon as possible. A family's financial situation may change during the year and **free and reduced lunch applications are always available at the school office.**

## Cell Phones and Electronic Devices

During school hours, from 7:50 a.m. to 3:00 p.m. students are required to keep cell phones silenced & out of sight. If a cell phone is seen or heard during school hours it will be confiscated and a parent will be required to come to school to pick up the phone. Subsequent violations of the cell phone policy will result in the phone being held at the office during school hours. Students and parents are to communicate with each other during the school day by using the office phones.

Electronic games and devices are not be used in the building or on school grounds during school hours.

Student use of personal electronic listening or reading devices is up to the discretion of each individual teacher with approval of administration. All school policies regarding use of technology apply to student use of personal devices in the building. Possession of electronic devices is at the risk of the owner. The school is not responsible for stolen equipment.

## Clubs, Student Participation

A club is a group of students that meets at a regular time, shares a common interest, or wants to provide a service. The club must be supervised by an adult who is approved by the principal and be open to any student.

Transportation for students participating in a club that meets before or after school is the responsibility of the parent/guardian.

Students are encouraged to participate in school activities and services that promote a positive atmosphere within the school. They are also invited to discuss school issues with teachers and the principal and take part in making decisions and solving problems.

## Computer Use and the Internet

Students may be permitted to use the district's electronic communications system consistent with Board policy, the general use prohibitions guideline/etiquette and other applicable provisions set forth in administrative regulations.

The district's electronic communications system meets the following federal Children's Internet Protection Act 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 cyber bullying 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 is 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 using the Internet must follow the rules in the WHSD Internet Acceptable Use Guidelines. The WHSD Acceptable Use Guidelines is sent home in the registration packet at the beginning of the year.

The rules are about:

- personal safety,
- illegal and destructive activities,
- security,
- inappropriate conduct,
- respect for privacy,
- plagiarism,
- copyrights,
- Inappropriate material and websites.

A student who breaks the rules may lose the privilege of using the

Internet and receive disciplinary actions.

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.

## Conferences

Regular conferences are scheduled twice annually.

Teachers and/or parents may request additional conferences:

- If the student is not maintaining passing grades or achieving the expected level of performance.
- If the student is not maintaining behavior expectations.
- If any other case the teacher or parent 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 should contact the teacher directly to arrange a mutually convenient time for a conference.

## Custody Questions

The school does not wish to pry into private issues of the family; however, if there are concerns about guardianship, please contact an administrator and discuss the situation. The parent who has custody of a child should note that the non-custodial parent has a legal right of access to that child unless there is a court order preventing this on file in the school office.

## Damage to District Property

A student who damages 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 the student's grade reports, diploma and records may be withheld. See Fees and Fines.

## Distribution of Materials

All aspects of K-8 school-sponsored publications, include web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. School sponsored media prepared by student journals are subject to reasonable time, place and manner restrictions pursuant to state and federal law.

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

Materials not under the editorial control of the district may be subject to administrative review, restricted or prohibited, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level, and/or maturity of the reading audience; poorly written, inadequately researched, is biased or

prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably received by the public to bear the sanction for approval of the district.

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

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent 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

Students and their parent/guardian are responsible for the student's cleanliness, clothing, and neat appearance. Students should wear clothing that is clean and appropriate for the weather and follows the rules of the school. Clothing must not:

- interfere with the learning process,
- be too revealing or sexually suggestive
- be related to alcohol, tobacco, or other drugs
- be vulgar or insulting
- be demeaning to a particular person or group
- indicate gang membership or activity
- pajamas, boxer shorts and/or slippers are not appropriate for school
- shoes must be worn at all times
- blankets are not acceptable in the building
- tops must cover midriff and/or torso and not expose bra straps
- trousers and shorts are to be worn at the natural waistline without sagging or bagging, or revealing skin
- Hats, hoods, and sunglasses are not to be worn in the building

Such clothing is prohibited at school or at school-sponsored events. **Students in violation of the dress code will be asked to change. Refusal to comply may result in disciplinary action.**

## Drugs and Alcohol

Students must not use, possess, or sell/transfer alcohol or drugs, or anything that looks like a drug in the schools, on the school grounds, at school activities, or during school hours. Students whose behavior indicates they may be under the influence of drugs or alcohol will be disciplined.

## Electronic Communication Systems

Student will be provided access to district-sponsored internet and Google Apps for Education to be used in accordance with the **Student and Parent Agreement for the Use of District Technology.**



## Emergency Drills

Emergency, drills are held regularly throughout the year to instruct students in procedures that should be followed in the event of a real emergency such as a fire, earthquake, tsunami or a lockdown event.

## Emergency Medical Treatment

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

## Emergency School Closures and Inclement Weather

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

## Fees and Fines

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

- Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student
- Personal physical education apparel
- Voluntary purchases of picture, yearbooks, and publications
- Student accident insurance and insurance on school-owned instruments
- Instrument rental and uniform maintenance
- Fees for damaged library books and school owned equipment
- Field trips considered optional to the district's regular school program
- Admission fees for certain extracurricular activities
- Participation fees or "pay to play" for involvement in activities
- Apparel and equipment for participation in athletics

Any required fee or deposit may be waived if the student and parent/guardian are unable to pay. Application for such a waiver may be made to the principal. In accordance with the law and with district policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid.

## Field Trips

Specific objectives are formulated for field trips and follow-up activities should take place when students return. Parent/guardians are notified

in advance of the date, time, destination, and costs of all field trips.

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

Volunteer parent/guardians may assist teachers on field trips. Because transportation of the students is by school bus, preschool age siblings may not travel on the bus. Parent/guardian volunteers should make other arrangements for preschool children if they wish to chaperone.

A blanket permission slip is a part of the registration packet and provides for local field trips related to classroom learning.

## Flag Salute

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*.

## Food Safety

Due to concerns for the spread of disease, the state of Oregon has strict rules regarding the use and preparation of food in public places such as schools.

- For classroom treats, only commercially-prepared and individually wrapped foods are allowed. These foods must be wrapped in individual portions and cannot be shared between students.
- Students may not share food from their lunches they bring from home.
- Foods may be prepared and served at school activities under one of the following conditions:
  - under direct supervision of the cafeteria manager
  - or a parent/guardian/staff member with a food handler license

Parent/guardians or district employees cooking for students need to obtain a food handler’s permit. All food must be prepared specifically for the event and prepared on site (if not prepared and sent by the school cafeteria). **No food products prepared at home are allowed for sharing with others.**

## Freedom of Expression and Assembly

Within state and federal law, district policy, and school guidelines, students have freedom of expression and assembly under the First Amendment.

## Fundraising

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

## Harassment, Hazing, Intimidation, Bullying, Cyber Bullying and Menacing

Harassment, hazing, intimidation, bullying, cyber bullying or menacing by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

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

“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 any official school bus stop, that be based on but not limited to, the protected class of a person, having the effect of:

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

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

“Cyber Bullying” 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 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 education may also be considered cyber bullying, harassment, intimidation or bullying. Students and staff will refrain from using personal communication devices or district equipment to violate this policy.

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

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

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

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the board chair.

All complaints will be promptly investigated in accordance with the following procedures:

### **Step One**

Any hazing, harassment, intimidation or bullying or menacing acts of cyber bullying information (complaints, rumors etc.) shall be presented to the principal. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

### **Step Two**

The district official receiving the complaint shall promptly investigate. Parent/guardians will be notified of the nature of any complaints involving their student. This district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district officials conducting the investigation shall notify the complainant and parent/guardians as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is

determined.

### **Step Three**

If the complainant is not satisfied with the decision at Step Two, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step Two 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 Four**

If the complainant is not satisfied with the decision at Step Three, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step Three decision. The Board shall, at their next regularly scheduled meeting, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

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

## Health Information

### **Accidents and Illness**

In case of a serious accident to a child we will first try to contact the parent/guardian after calling 911. If we are unable to reach the parent/guardian, we will call the emergency numbers listed in the child's file. If we are still unable to reach anyone we will have the child transported to a hospital in accordance with the emergency medical technician's evaluation of your child's condition.

No care beyond minimum first aid will be administered at school because we have limited health room facilities. Should a child become ill, we will contact the parent/guardian to send the child home.

Please contact the school nurse if you have health concerns regarding emergency care for asthma, allergies, insect bite reactions, and hypoglycemia. Standard emergency care procedures are posted in each school health room.

## Communicable Diseases

Parent/guardians of a student with a communicable or contagious disease are asked to telephone the school nurse so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. The restriction may be removed by a school nurse for chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections and tuberculosis. Parent/guardians with questions should contact the school nurse.

## Head Lice

Warrenton-Hammond School District follows guidelines recommended by the American Academy of Pediatrics, the Centers for Disease Control, the Harvard School of Public Health and the National Association of School Nurses for the management of head lice in school.

Head lice do not cause disease. They live only on humans, cling to the hair shaft and cannot jump or fly. They die within 24 hours if separated from their human host. The most common means of transmission is from head to head contact. Indirect transmission (through shared combs, brushes, hats and hair accessories) is uncommon but possible. Schools are **NOT** a common source of transmission.

Management of head lice will be handled individually and confidentially. If live lice are found on a student, the parent/guardian shall be notified at the end of the day by phone or a note sent home with the student with information on methods to eliminate infestation. The parent/guardian will be encouraged to contact their physician for recommendations and verify treatment with the school nurse.

The school nurse or designee **may** notify parent/guardians of students **who have had head to head contact in the affected classroom** to encourage them to check their children and treat and/or **may** examine other students most likely affected.

## When should I keep my child home?

Symptoms/Diagnosed Illness:	May Return to School When:
Fever greater than 100 degrees (orally).	Temperature below 100 degrees (orally) for a minimum of 24 hours without use of a fever-reducing medication.
Rash or rash with fever-new or sudden onset.	Rash disappears. Written or phone consent from medical doctor to school nurse.
Brown, gray, tan, or yellow drainage from nose, eyes or any other part of the body.	Discharge must be gone or student must have been on antibiotics for 24 hours and have written or phone consent from a medical doctor to school nurse.
Vomiting	Symptom-free for 24 hours
Diarrhea	Symptom-free for 24 hours
Cough: Deep, barking, congested, or productive of colored mucous.	Symptom-free or student must have been on antibiotics for 24 hours and have

	written/phone consent from medical doctor to school nurse.
Yellow color of skin and/or eyes.	Symptom-free or written/phone consent from a medical doctor to school nurse.
Brown or bloody urine.	Symptom-free or written/phone consent from a medical doctor to school nurse.
White, clay colored, or bloody stool.	Symptom-free or written/phone consent from a medical doctor to school nurse.
Stiff neck or headache with fever.	Symptom-free or written/phone consent from a medical doctor to school nurse.
Unusually sleepy, lethargic or grumpy.	Symptom free.
Strep throat diagnosed by a medical doctor.	Must have been on antibiotics for 24 hours and have written/phone consent from a medical doctor to school nurse. If no antibiotics given, call school nurse before sending the child to school.
After illness of two or more weeks, surgery, or other changes in health status	Written instructions from the doctor and parent/guardian regarding medication or special health needs must be provided to the school nurse.

### **Immunizations/Tuberculosis**

Oregon law requires the following immunizations for school attendance. Parent/guardians must provide documentation from their health care provider that each child's immunizations are up-to-date. Exceptions are granted only with a signed Vaccine Education Certificate. To enter kindergarten, a student must have the following immunizations:

- 5 Diphtheria/Tetanus/Pertussis (DTaP)
- 4 Polio
- 1 Varicella (chicken pox)
- 2 Measles
- 1 Mumps
- 1 Rubella
- 3 Hepatitis B
- 2 Hepatitis A

Tuberculosis (TB) tests are required of some students who are born in certain foreign countries before they can enroll in school. Schools must exclude students from these high risk countries until documentation of a Mantoux TB skin test is presented to the school office. For additional information, please contact the school nurse at 503-861-3376.

## Homeless Students

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

For additional information concerning the rights of students and parent/guardians of students in homeless situations or assistance in accessing transportation services, contact the school and request the counselor.

## Honor Roll

Academic recognition is given to students earning good grades.

- 3.5 to 4.0 Honor Roll
- Lamp of Knowledge is for 8<sup>th</sup> grade students who maintain Honor Roll for each semester in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades.

## Infection Control HIV/HBV/and AIDS

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

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

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

An age-appropriate plan of instruction about Human Sexuality, AIDS, and HIV Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. Any parent/guardian 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.

### **HIV\*, HBV\*, AIDS\* - Students**

As a general rule, a student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting 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/guardian) has no obligation to report an HIV or HBV condition diagnosis to the district.

"Special risk" student means those students infected with HBV or HIV whose health-care provider has reasonable grounds to believe present special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student's ongoing history of biting others.

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

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

Parent/guardians of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student's health-care provider, as well as parent/guardians of any student with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school.



Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department excluding the student from school or the parent/guardian may voluntarily withdraw the student from school. In either case, students and parent/guardians will be notified of alternative education programs.

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

\*HIV – Human Immunodeficiency Virus

\*HBV – Hepatitis B Virus

\*AIDS – Acquired Immune Deficiency Syndrome

\*HCV- Hepatitis C Virus

## Insurance

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

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parent/guardians must have:

1. Purchased the student accident insurance.
2. Shown proof of insurance, or
3. Signed a form rejecting the insurance offer.

## Leaving School Grounds

Students are not allowed to leave school grounds during the school day. A parent/guardian must check the student out at the WGS office. Students are not allowed to ride home with another student without PRIOR WRITTEN PERMISSION from a parent/guardian and such permission given to the office to obtain a bus note in the morning.

## Library

Students are offered the use of the library for both reference and recreation reading. Library use is a privilege and expectations for use and behavior are provided. Failure to comply with the rules may result in loss of library privileges.

## Lockers

Lockers are assigned to students in 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade for storage of their needed school belongings. Locker combinations are provided to students once a year and should be kept confidential to keep their belongings secure. Sharing of lockers or switching lockers is not permitted without prior permission of the principal or designee. Lockers are district owned property and are under the control of the school and may be checked at any time for dangerous or prohibited items.

## 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 the school year.

## Medicines at School

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

Requests for the district to administer medication shall be made by the parent/guardian in writing.

Written instruction of the physician are required for all requests to administer prescription medication. Such instructions must include the following information:

1. name of the student
2. name of the medication
3. dosage
4. route
5. Frequency of administration and any other special instructions.

A prescription label meets the requirements for written instructions from the physician, if the information above is included.

Written instructions of the parent/guardian which include the information above are required for all requests to administer nonprescription medication.

All medication, whether OTC or prescription, is to be brought to the school by the parent/guardian in its original container. Medication not picked up by the parent/guardian 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. There are some instances when a student may self-medicate. Contact the school nurse for additional information and forms.

## Parental Involvement

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

- Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides.
- Keep informed on district activities and issues. The school newsletter published monthly, "Back to School" nights in the fall and parent/guardian/booster club meetings provide opportunities for learning more about the district.
- Become a district volunteer. For further information contact the school office. All volunteers must have an approved background check on file with the district office.
- Participate in district parent/guardian organizations. The

activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

## Parental Rights

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

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

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

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

## PATHS-Parent and Teachers Helping Students

Our PATHS organization is an important part of the school. We urge all parents/guardians to become involved and assist with school programs. PATHS raise money to support a variety of school activities.

Meeting dates and times will be published at the start of each school year. All parents are encouraged to attend.

## Personal Belongings

Toys, electronic devices, trading cards, and other personal items are best left at home. Having these items is a distraction to learning.

Aerosol spray deodorants and heavy fragrances are not allowed at school. The scents can cause severe allergic reactions, so they are to be kept at home.

- Sports equipment from home is considered personal belongings and should be left at home. Bringing these items can create

conflict and unsafe situations with other students.

- Personal items like electronic devices, personal belongings or any other item being used in a disruptive manner will be confiscated and sent to the office. These items will be picked up by the parent/guardian. The school will not be responsible for items brought to school, lost, stolen or not picked up by the parent/guardian.
- Prohibited or illegal items will be destroyed or be held for Warrenton Police Department.

## Pets

Permission is to be obtained from the school administration before animals are brought in to the school. Animals may not be transported on a school bus, except as approved by the superintendent. Animals must be adequately housed and cared for in secure cages. Only the teacher or students designated by the teacher are to handle the animals. If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care. Animals servicing persons with disabilities would be an exception to this policy.

## Phone Use

The school telephone is restricted for emergency use, school business, and calls from parents/guardians. Students who need to use the office telephone during the school day must have a telephone pass from their classroom teacher.

## Plagiarism, Cheating

Students may not copy written work or projects done by other people, from the internet or any other source. Cheating on tests and copying the work of others will result in disciplinary action.

## Private School Placement of Special Education Students

Parent/guardians are required to notify the district before unilaterally placing a child in a private placement. The notification may be an IEP meeting or at least 10 days before their child is withdrawn for private placement. Parent/guardians must let the district know in writing that they do not accept the district's offer of FAPE (free and appropriate public education), that they will be making a unilateral placement, and that they will be seeking public funding for their placement.

## Program Exemptions

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

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

All such requests should be directed to the school administration by the parent/guardian in writing and include the reason for the request.

## Prohibited Items

Students may not have dangerous or prohibited items at school, on school property, or at school activities including:

- dangerous or deadly weapons such as guns, knives, or anything else that could injure a person or property, such as

- spiked jewelry and chains;
- anything that looks like a weapon;
- explosives, including fireworks, ammunition, bullets; party poppers
- harmful gases;
- poisons;
- alcohol, tobacco, and other illegal drugs;
- anything used to transport, sell, or use illegal drugs including paraphernalia, matches, and lighters;
- stolen property;
- clothing showing gang membership or activity;
- Anything that is racially, religiously, or sexually offensive; anything else prohibited by school rules.

Prohibited items will be removed and held by school staff and shall only be released to the student's parent/guardian. Illegal items will be destroyed or held for Warrenton Police. Stolen items will be returned to the owner or to the police.

## Promotion

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

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

A decision to retain a student will be made only after prior notification and explanation to the student's parents/guardians.

## Public Displays of Affection (PDA)

Our students are taught about personal safety and keeping "personal space" as created by an imaginary bubble, where others are not allowed to touch them beyond a hand shake. All public displays of affection are prohibited including hugging, hand holding, and kissing.

## Questioning of Students by DHS or Law Enforcement

Any investigation of abuse of a child will be directed by the Oregon Department of Human Services or law enforcement officials as required by law. When an administrator is notified that the Department of Human Services or law enforcement would like to interview a student at school for the purposes of investigating abuse of a child, the administrator will determine if parent consent is required as per Board Policy JHFE/KN-AR(2).

When an administrator is notified that law enforcement would like to interview a student at school for the purpose of an investigation that is not related to abuse of a child, law enforcement may direct the administrator to make the child available for questioning without contacting parents for consent.

## Report Cards/Parent Conferences

Our students operate on a semester calendar, which provides parents/guardians and students with report cards four times a year. Report cards will be issued following the end of each quarter after these dates, November 4, 2016; January 27, 2017; April 7, 2017 and June 15, 2017. The school calendar includes parent/guardian conferences in the Fall and Spring semesters.

## Safety/Student Supervision

The safety of your children is extremely important. District personnel work very closely with law enforcement and emergency management services to ensure our schools are safe and conducive to learning.

Supervision is provided to students during regular school hours, while traveling on District-provided vehicles to and from school, and while engaging in District sponsored activities. Such supervision does not include the time following usual student departure unless students are present for a scheduled activity with adult supervision. Before school supervision is available from 7:20 -7:50 a.m. only in the cafeteria and gymnasium in the Rise and Shine Club.

Official school hours are 7:50 a.m. - 3:00 p.m.

## School Sponsored Sports

Warrenton Grade School offers the following opportunities for middle school sports.

Fall: Volleyball (7<sup>th</sup> & 8<sup>th</sup> grades); Football (7<sup>th</sup> & 8<sup>th</sup> grades); Cross country (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades)

Winter: Basketball (7<sup>th</sup> and 8<sup>th</sup> grades) and Wrestling (6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grades)

Spring: Track (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades)

### **Physical Exam**

Students must have a physical examination done by a doctor prior to participation in practice or competitions. The physical examination is the responsibility of the student's parent/guardian and must be paid for by the parent/guardian. In order to maintain eligibility a physical examination must occur every two years and after a significant illness or surgery.

### **Eligibility**

Students participating in sports must have passing grades. Eligibility expectations will be shared with the athletes by their coaches and the student Athletic Director.

### **Parent/Guardian Permission**

Student athletes must have a parent/guardian permission form on file before a student is allowed to participate or attend a practice for any sport. Each sport requires a new permission form to be completed.

### **Athletic Fees**

\$50 – Individual, each sport

\$125 – Maximum individual rate each year

\$200 – Maximum family rate per year

## Searches – Locker Checks and Student Searches

The school may search a student if the school has a reasonable suspicion that a prohibited or dangerous item will be found. (Board Policies JFG and JFG-AR).

- Backpacks, purses, lockers, and assigned storage areas may also be searched. Lockers, desks, and other places where students keep things are the property of, and are under the control of the school and may be checked at any time for dangerous or prohibited items. Only items needed by a student for schoolwork and school activities can be stored in these places.
- With authorization of the superintendent a trained drug sniffing dog may be brought into the school to conduct a search with a trained law enforcement official. The search will be unannounced. The purpose of the drug dog exercise is to help keep WGS free of drugs, allowing students a safe and drug free learning environment.

## Site Council

Warrenton Grade School Site Council consists of teachers, classified staff, parents/guardians and the principal. The council meets throughout the year to plan and promote curriculum & instruction, staff development and educational grants for all students to achieve mastery of the state standards. Parents/guardians are invited to participate by attending the council meetings. Meeting dates and times will be posted in September.

## Special Programs

### **Bilingual Students**

The school provides special programs for bilingual students. A student or parent/guardian with questions about these programs should contact the building administrator or the Family Liaison in the school office.

In conjunction with the school's educational program for limited English proficient and immigrant students, parents/guardians of limited English proficiency 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 proficiency and the need to place the student in a language intensive educational program.
- The student's level of English proficiency; how the level was assessed and the status of the student's academic achievement.
- The methods of instruction used in the language development program and the methods of instruction used in content areas to support learners with limited English proficiency.

- How the English Language Development program will address the educational strengths and needs of their students.
- 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/guardian right that include written guidance:
  1. Detailing the right to have their student immediately removed from such program upon their request.
  2. Detailing the options that parents/guardians have to decline to enroll their student in such program or to choose another program or method of instruction, if available.
  3. Assisting parents/guardians in selecting among various programs and methods of instruction, if more than one program or method is offered by the district

### **Students with Disabilities**

The school provides programs and services for students with disabilities. A student or parent/guardian with questions should contact the special education director.

### **Title 1 Services**

Warrenton Grade School receives federal Title I funding to support reading and math achievement for all students. As a condition of this funding parents/guardians may receive upon request information regarding the professional qualification of the student's classroom teachers, including, at a minimum the following:

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

Additionally, the school will provide parents/guardians with:

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



# Student Education Records

The information contained below shall serve as the district's annual notice to parent/guardians of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parent/guardians of minor students who have a primary or home language other than English.

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

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

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

- Full legal name of student.
- Name and address of educational agency or institution.
- Student birth date and place of birth.
- Name of parent/guardian.
- Date of entry into school.
- Name of school previously attended.
- Course of study and marks received.
- Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results.
- Credits earned.
- Attendance.
- Date of withdrawal from school.
- Other information, i.e. psychological test information, anecdotal records, records of conversations, discipline records, IEP's etc.

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

## **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 10 days after receipt of the request.

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

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

## **Request of Education Records**

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

## **Access/Release of Education Records**

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

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

## **Provision for Hearing to Challenge Content of Education Records**

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

1. Parents/guardians shall make request for hearing in which the objections are specified in writing to the principal.
2. The principal shall establish a date and location for the hearing agreeable to both parties.
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative.
  - b. A member chosen by the parent/guardian.
  - 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 parent/guardian's 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 parent/guardians.

If, after such hearing is held as described above, the parents/guardians are not satisfied with the recommended action, the parent/guardians may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, revised or modified. Procedure for appeal

beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent/guardian or eligible student may file a complaint with Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaint 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 Information & Records

The school keeps records on each student. These are records of student academic progress, student behavior, and other pertinent information relating to the student. These records are confidential. Student records provide information for people such as school personnel and parents/guardians.

Parents/Guardians have rights regarding student records, including the right to view these records, and request an amendment of the records. They may always take questions to the principal.

## Student/Parent Complaints

### **District Personnel Complaints**

A student or parent/guardian who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent/guardian may file a written, signed complaint with the superintendent, within 15 calendar days, which will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within 10 calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedure. Board decisions are final.

### **Discrimination of the Basis of Sex Complaints**

A student and/or parent/guardian with a complaint regarding possible discrimination of a student on the basis of sex should contact the principal.

### **Education Standards Complaints**

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

If the complaint wishes to pursue the matter further, he/she will be

provided, upon request, a copy of all applicable district procedures. After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

### **Instructional Materials Complaints**

Complaints by students or parents/guardians about instructional materials should be directed to the principal. Should the student or parent/guardian, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a “Reconsideration Request Form for Reevaluation of Instructional Materials” may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the superintendent’s written decision.

The complainant may appeal the superintendent’s decision to the Board, whose decision will be final.

### **Students with Disabilities Complaints**

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

### **Placement/Enrollment of Homeless Students Complaints**

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

### **Students with Sexual Harassment Complaints**

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

where 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:

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

Building principals, 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 One**

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

### **Step Two**

The district official receiving the information or complaint shall promptly initiate an investigation. He/She 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 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.

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

### **Step Three**

If a complainant is not satisfied with the decision at Step Two, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step Two decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within ten working days.

### **Step Four**

If a complainant is not satisfied with the decision at Step Three, he/she may submit a written appeal to the Board. Such appeal must be filed with ten working days after receipt of the Step Three 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 with ten workings days following completion of the hearing.

### **Step Five**

If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, and Office for Civil Right, Region X, 915 2<sup>nd</sup> Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the building principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

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

## Talented and Gifted Program

### **Identification of Talented and Gifted Students**

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

- Behavioral, learning and/or performance information.
- A nationally standardized mental ability test for assistance in identifying intellectually gifted students.
- A nationally standardized academic achievement test for assistance in identifying academically talented students or the Smarter Balanced Assessments

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

## **Appeals**

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

### Informal Process:

- The parent/guardian will contact the district TAG coordinator to request reconsideration.
- The coordinator will confer with the parent/guardian 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.
- If an agreement cannot be reached, the parent/guardian may initiate the Formal Process.

### Formal Process:

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

## **Programs and Services**

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

## **Programs and Services Complaints**

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

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

## Title IX-Equal Opportunity

Title IX is a federal law that states in part that no person shall be excluded from participation in, be denied the benefits of any program or activity, or be subjected to discrimination under any program or activity that receives Federal assistance, based on sex. The District strives to provide equal educational opportunities to all students and to eliminate those conditions which may cause discrimination. A student, parent/guardian or guardian who believes that he/she has been discriminated against may report the incident to the staff member on duty at the time or to the student's teacher or school administrator. The teacher or administrator will take appropriate action, which may include following the rules of discipline outlined in the student discipline section.

A student and his/her parent/guardian are encouraged to attempt to resolve concerns informally. However, if they are unable to or believe the student is the recipient of discrimination from a District staff member, volunteer, or District program they are encouraged to complete the District's Discrimination Complaint Form.

Changes to the District's complaint procedure may be made if an administrator is named in the complaint.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of harassment. The Title IX coordinator for the District is the Superintendent.

## Tobacco/Illegal Drugs

Students and adults are not permitted to use, possess, sell, or transfer tobacco in school buildings, on school property, in vehicles used for school transportation and school-related work, and at all school-related activities.



# Transportation of Students

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

## **Transportation Rules**

- Obey the driver at all times
- Not throw objects
- Not have in their possession knives, guns or any other object which might be used as a weapon
- Not fight, wrestle or scuffle
- Not stand up and/or move from seats while the bus is in motion
- Not extend hands, head, feet or objects from windows and doors
- Not possess matches or other incendiaries and concussion devices
- Use emergency exits only as directed by the bus driver
- Not damage district property or the personal property of others
- Not threaten or physically harm the driver or other riders
- Not do any disruptive activity which might cause the driver to stop the bus in order to reestablish order
- Not make disrespectful or obscene statements
- Not possess and/or use tobacco, alcohol or illegal drugs
- Not eat or chew gum
- Not carry glass containers or other glass objects
- Not take onto the bus large objects which might pose safety risks to barriers to safe entry and exit from the bus
- Accept assigned seats
- Stay away from the bus when it is moving
- Be at the bus stop five minutes before the scheduled pick up time
- Answer to coaches, teachers and chaperones who are responsible for maintaining order on trips

## **Disciplinary Procedures for Violations of Transportation Rules**

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

### **First Notice-Warning**

The driver verbally restates behavior expectations and issues a warning citation as an office referral.

### **Second Notice**

The parent will be contacted by the building administrator. A two day suspension will be effective the next morning, unless the student wishes a conference with principal and/or driver.

### **Third Citation of the Year**

The parent will be contacted by the building administrator. The student may receive up to a 10 day suspension. At this time, a behavior contract may be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

### **Severe Violations**

Any severe violation will result in the immediate suspension of the student from transportation. Severe violation may result in the loss of transportation privileges for the year.

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

## Visiting School

### **Parent/Guardian Visitors**

All visitors must check in at the school office when entering the building, pick up a visitor badge, and sign in. Parents/guardians are welcome in our school and are encouraged to visit their child's classroom. Parents/guardians are to coordinate classroom visits with teachers in advance to enable teachers to plan for the visit. Alternatively, parents may also contact the principal to arrange a visit to their child's classroom. Visitors should refrain from talking with children or teachers during instructional time.

### **Children**

Children not enrolled in our schools may not visit friends or relatives in our classrooms.

### **Non-Custodial Parent/Guardian**

If there are court ordered restrictions on student contact with a non-custodial parent/guardian, custodial parent/guardians are responsible for providing the school office with copies of the current court documents.

### **Background Checks**

For the safety of your child, all classroom volunteers and field trip chaperones will be required to be cleared by a background check through the Oregon Department of Education (ODE). Volunteers may work with children only when the background check is complete. ODE background checks may be picked up at the WGS office. Parents/guardians are a valuable asset to the overall success of our programs and we encourage all parents/guardians to get involved.

# *Student Code of Conduct*

## Student Rights & Responsibilities

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

Among these student rights and responsibilities are the following:

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

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

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

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials. See chart on last page.

Board policies are available on district website at:

<http://www.warrentonschools.com/>

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

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution.

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

A deadly weapon is defined as any instrument, article or substance specifically designed for presently capable of causing death or serious physical injury.

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

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

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

# Positive Behavior Interventions & Support Systems (PBIS)

## **School Wide Expectations**

**Be Safe** - acting in a safe manner to self and others.

**Be Respectful** - in your words and actions, show consideration to others.

**Be Responsible** - accept accountability for your actions and words.

## **Thank You Tickets**

Many of our students follow all the rules every day, all the time. Thank You Tickets are a way to recognize those efforts. Once a student receives the recognition and a Thank You Ticket, they may collect them to purchase items at a student store or place them in a drawing for a prize.

## **Problem Solving**

If a student is unable to follow an expectation, the teacher or staff member will use these steps:

1. Remind student of what is expected.
2. Re-teach the expectation.
3. May ask student to complete a problem solving form, discuss it with the teacher, and have a copy signed by the parent/guardian that is returned to school.

The student may also be asked to:

1. Have a time out in class or a “buddy classroom.”
2. Serve a detention.
3. Discuss behavior to develop a plan for improvement

## **Major Office Referral**

A major office referral will be issued for major disruptive behavior. An office referral will be completed by staff, and parent/guardians will be contacted. The student will visit with a principal or designee.

Depending on the severity of behavior the principal or designee may choose one of the following:

1. Parent/guardian conference or phone contact
2. Removed from an activity or class
3. Detention
4. In or out of school suspension
5. Other action, as needed, i.e., referred to superintendent for consideration of expulsion.

If the student continues to have difficulty meeting expectations, they will be referred to an intervention team. This team may include the teacher, a counselor, specialist teachers, assistant principal, parent/guardians or others. They will work to develop a behavior plan.

Behavior Expectations apply to students whenever they are:

- present in any school or on property of the school district
- at any school-sponsored activity, regardless of its location
- traveling to and from school, including at designated bus stop and on the bus
- Participants in district athletic programs

Examples of misbehaviors:

- disrupting or interrupting the learning environment
- using profane or abusive language
- using or having tobacco, alcohol, or other drugs
- fighting of any kind
- bringing weapons or anything that looks like a weapon to school
- stealing or damaging property
- threatening, harassing, or bullying students or staff
- wearing inappropriate clothing for school
- refusing to follow adult directions and being defiant toward adults

## Discipline/Due Process

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

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

The district's disciplinary options include using one or more discipline management techniques, including counseling by teachers, counselors and administrators; detention; suspension; expulsion; loss of privileges, honor and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

## Suspension

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

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

Every reasonable and prompt effort will be made to notify the parent/guardians/guardian of a suspended student.

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

School work assigned while the student is suspended should be completed during the period of suspension.

## Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

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

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent/guardian rights and alternative education provision as required by law.