Lookingglass Elementary School



Parent and Student Handbook 2026-2027

Making a GIANT impact on learning.

Winston-Dillard School District's Graduating Classes of 2036, 2035, 2034

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Dear Parents, Guardians, and Students,

Welcome to Lookingglass! It is our pleasure to work with you during this school year. Our top priority is to provide each student with a great experience at Lookingglass. To accomplish this, we must partner together for every student's success. I look forward to our journey together and am thrilled for both you and your student to become part of our "One Giant Family."

As the year progresses and you become more informed and develop questions, we encourage you to call the school and talk with those who might be of help. If you have a specific question or concern, please contact us. I encourage you to keep this handbook, as it contains important information that you may want to refer to throughout the school year.

Again, we are pleased to have you as partners thought your child's educational journey at Lookingglass. We invite your participation in the exciting experiences and challenges of your child's learning and growing. We know that in working together we can provide the positive educational environment your child needs in becoming an outstanding Lookingglass Giant.

I wish you well,
Emily Ledbetter
Principal

Preface

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available at each school office and the district office during business hours, and the district website www.wdsd.org.

Any information contained in this student handbook is subject to revision or elimination. Appropriate notification will be provided.

The Winston-Dillard School District does not discriminate discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status, state servicemember status, or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; the Americans with Disabilities Act Amendments Act of 2008; and Title II of the Genetic Information Nondiscrimination Act.

The following staff has been designated to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues:
Dave Welker, LOCATION, welkerd@wdsd.org, 541-679-3000 ext 3425.

The following staff has been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:
Kevin Wilson, LOCATION, wilsonk@wdsd.org, 541-679-3000 ext 3405.

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

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

Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook.

Definition of Parent

**The term "parent," as used in this handbook, generally includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, may depend on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes may depend on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For students with disabilities, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

Calendar

The district's school calendar is updated each school year. The current adopted school calendar may be accessed here:

WDSD Calendar 2026-27

LES Calendar 2026-27

School Personnel

Office:

Emily Ledbetter – Principal
Dara Smith – Secretary
Angela Winters – Child Development Specialist

Custodians:

Justin Lewis – Head Custodian

Support Staff:

Crystal Barklow – Media Specialist
April Elliot – Instructional Assistant
Jodye Powell – Instructional Assistant
Sarah Henry – Instructional Assistant
Sierra Harwood – Instructional Assistant
Debby Weickum – Instructional Assistant
Chase Taylor – Instructional Assistant
Taylor Grey - Instructional Assistant

Food Service:

Selina Kelly- Head Cook

Teachers:

Karl Olson – PE Teacher
Samantha Blevins – SPED
Kara Black- Pre School
Tamera Taylor- Kindergarten
Kayla Poole- Frist Grade
Staci Parnell- Second Grade
Halie Walton- Third Grade
Brittany Daugherty- Fourth Grade
Andrea Galvez- Fifth Grade

School Board of Directors

Mrs. Lorna Quimby
Mr. Brett Bustrum
Mr. Curt Stookey
Mrs. Susan Chase
Mr. Bob Shigley

District Personnel

Mr. Kevin Wilson, Superintendent
Mrs. Kim Shigley, Chief Financial Officer
Mr. Shelby Beard, Facilities Manager
Mr. Dave Welker, Curriculum & Instruction
Mrs. Angela Guerrero, Payroll/HR
Mrs. Michele Dunham, Admin. Asst./HR
Mrs. Joan Bunch, Admin Accounting/SPED

Important Phone Numbers

Brockway Elementary	(541) 679-3037
Douglas High School	(541) 679-3001
Lookingglass Elementary	(541) 679-3006
McGovern Elementary	(541) 679-3003
Transportation	(541) 679-3007
Winston Middle School	(541) 679-3002
Winston-Dillard District Office	(541) 679-3000

Parent Acknowledgement

Parents and students, by receiving this handbook you acknowledge receipt the student code of conduct and the consequences to the students who violate district disciplinary policies. This document is available to all students and guardians on our school website under Parent/Student handbook.

I understand and consent to the responsibilities outlined in the Student Code of Conduct as outlined in the Lookingglass Student/Parent Handbook. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that should my student violate the Student Code of Conduct shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

I understand that certain information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. This information can be released without parental consent, unless the student has been opted out.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released, and my prior written, dated, and signed consent, unless otherwise permitted by law. Personally identifiable information includes, but is not limited to: the student's name or the name of the student's parents or other family member; the address of the student or student's family; personal identifiers such as the student's social security number, student identification number, or biometric record; a list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth, and parent's maiden name; information requested by a person who the district reasonably believes knows the identity of the student to whom the educational records relates; or other such information that would make the student's identity easily traceable.

I understand that unless a parent or eligible student objects to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media (Facebook, TikTok, Instagram, reader board) , and for such other purposes as deemed appropriate by the principal.

I have checked those types of directory information listed below that I wish the district to withhold:

□ Student's name
□ Student's photograph/Video
□ Participation in officially recognized activities
□ Student's degrees and awards received

By signing below, I acknowledge receipt and agree to abide by the Lookingglass Student/Parent Handbook.

_____

Parent Signature Date

_____

Student Signature Date

The information provided in this Handbook is subject to periodic change, modification, updating and clarification.

Academics

Mission Statement

Lookingglass Elementary Staff is committed to meeting students where they are academically and social emotionally with a sense of belonging and a deep-rooted belief that every child can and will learn.

Vision Statement

The vision of the Lookingglass School Family is to be SAFE (Strong, Accountable, Friendly, and Empathetic) while becoming the #1 rated elementary school.

Core Values

1. I will engage in meaningful job-embedded PD.
2. I will make purposeful connections with students and families,
3. I will model regulation and use positive language.
4. I will be honest, transparent, and adaptable in my support of student learning.
5. I will collaborate with peers and work toward collective goals.
6. I will model, encourage, and celebrate SAFE behavior.
7. I will empathize with and respect EVERY child.
8. I will ask, "What's best for kids?"
9. I will treat supporting students as my calling NOT my job!

Academic Integrity and Artificial Intelligence (AI)

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aides or other written materials on tests and assignments. Academic dishonesty also includes sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

Admission

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

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

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

Alternative education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

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

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

Animals in the School

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent or designee that are part of an approved district curriculum or co-curricular activity are allowed in district facilities.
Companion and comfort animals are not considered service animals. Animals, except those service animals serving persons with a disability, may not be transported on the bus. Please refer to WDSD policy ING for more information.

Assemblies

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

Assessment Program

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

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting-out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment. The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes based on the individual needs of the student, staffing, and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the principal or a counselor prior to [June 1] of the school year in question, or no later than [six]

weeks prior to a semester break during a school year. Requests to change a student's assigned class must be directed to the principal. Final decisions are the responsibility of the principal or designee.

Assignment of Students to Schools

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

The district may allow transfers based on established district criteria.

A student who becomes a victim of a violent criminal offense, as determined by state law, while in or on the grounds of a school the student attends, or any student attending a district school that is identified by the Oregon Department of Education (ODE) as persistently dangerous, may transfer to a safe district school as required by the Every Student Succeeds Act (ESSA).

Parents of students considering private placement for IDEA or Section 504 services must notify the district in advance before privately placing their student, or else potentially forfeit any right to reimbursement or prospective payment for that placement. Many students who are unilaterally placed by their parents are sometimes placed when they are not yet identified under the IDEA or Section 504 of the Rehabilitation Act.

Communication - An Emphasis on Two-Way Listening

Lookingglass Elementary School will communicate with you on a regular basis. Each classroom will send home pertinent information daily/weekly. Please emphasize to your children that they need to bring home the handouts given to them. You may expect:

1. Monthly Calendar/Menu
2. Monthly Newsletter
3. Quarterly Grade Reports
4. Parent-Teacher Conferences
5. Teacher-Originated Notes and Phone Calls
6. Parent Club Newsletters
7. Field Trip information and permission slips

Conferences

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

A teacher may request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

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

English Language Learners

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

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

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

Exemptions

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

Filming / Taping of Students

During the course of the school year, photographs, films, or video tapes may be taken at school or during school activities, such as plays, play practices, classroom activities, etc.

These films/tapes/photographs are used for helping students improve their academic, music, and/or drama skills, and for providing the public with information about school programs.
It shall be the policy of the Winston-Dillard Public Schools to film/tape/photograph students as listed below unless the parents file a written objection.

1. Athletic game film/tapes
2. Music, Drama, and classroom activities
3. Recognition for achievement
4. Public information pictures
5. Other activities approved by the principal.

The information provided in this Handbook is subject to periodic change, modification, updating and clarification.

If you object to the filming/taping of your child in any of the above activities, please write a letter stating your objection and concerns. Then deliver this letter to the building principal. Please make certain it is signed and dated. (The letter will only be valid for one school year.)

Students Experiencing Houselessness

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

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact David Welker– 679-3000 ext. 3425 the district's liaison for homeless students.

Homework

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

Infection/Disease Instruction – Sensitive Curriculum

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

Infection Control and Bloodborne Pathogens

The risk of exposure to body fluids due to casual contact in the school environment 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 bloodborne pathogens[1].

Media Center

[1] "Bloodborne pathogens" are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). 29 CFR 1910.1030(b)

We have an excellent library consisting of over 5,000 volumes. Students will have regular book checkout times as well as scheduled periods for instruction in library skills. In addition, students are encouraged to use the library during free periods.

Students who lose or damage books are expected to pay for them. Checkout privileges will be suspended until this is done.

Parental Involvement

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

- 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. "Back to School" nights in the fall and spring and parent/booster club meetings provide opportunities for learning more about the district;
- Become a district volunteer. For further information, contact the principal;
- Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

Parental Rights

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

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

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

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

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

Placement of Students

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities, per WDSD policy IKE. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

Program Exemptions

Students may be excused from a state-required program or learning activity for reasons of religion, or disability, or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the principal.

The district will determine if credit will be granted for any alternative activity.

Promotion, Retention and Grade Level Placement of Students

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

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

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

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

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

Release of Students from School

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

Student Needs

In addition to the regular classroom activities, Lookingglass Elementary School offers programs and opportunities in these areas:

Speech and Language Therapy
Special Education Services
Reading & Math Services
Behavior Specialist
School Assemblies

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the Student Services Coordinator for grades K-5, Lisa Dickover 541-679-3000 ext. 3552.

Student Restraint or Seclusion

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

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

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

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.

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

3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

The information provided in this Handbook is subject to periodic change, modification, updating and clarification.

An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.

A district Restraint and/or Seclusion Incident Report Form must be completed and copies provided to those attending the debriefing meeting for review and comment.

A documented debriefing meeting must be held within two school days after the use of restraint or seclusion. The parent or guardian of the student must be invited to attend the meeting[2], and the meeting will include staff members involved in the intervention and any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student. The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion:

1. Oral notification of the incident must be provided immediately to a parent or guardian of the student and to the Oregon Department of Human Resources (DHS); and
2. Written notification of the incident must be provided to the DHS within 24 hours of the incident.

If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided within 24 hours of the incident to the superintendent, to the Superintendent of Public Instruction and, if applicable, to the union representative for the affected person, if applicable.

The district shall maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

The district, upon request from DHS regarding an investigation of an incident of restraint or seclusion as suspected child abuse, shall disclose any records preserved to DHS or its designee which are deemed relevant to the subject investigation, in its original format and without any alteration.

The use of a seclusion cell is prohibited.

Student Education Records

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

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

Directory information can be released in accordance with Board Policy JOB – Directory Information. Information considered directory information is included under Directory Information Selection and

[2] "Meeting" means the debriefing meeting at which the audio or video recording will be viewed. (OAR 581-021-0556(9))

Acknowledgement or Receipt of Handbook (p. [1]). Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student's birth date and
4. Name of parents/guardians;
5. Date of entry into the school;
6. Name of school previously attended;
7. Courses of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;

The provision of the student's social security number is voluntary. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

Access and Release of Education Records

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

Parents of a minor, or an eligible student, may inspect and review education records during regular district hours.

Provision for Hearing to Challenge Content of Education Records

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

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The district shall appoint a hearings officer who shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:

a. The principal or designated representative;

b. A member chosen by the eligible student or student's parent(s); and

c. A disinterested, qualified third party appointed by the superintendent.

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

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

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Student Privacy Policy Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C., 20202-8520 or studentprivacy.ed.gov.

A copy of the district's education records Board policy and administrative regulation may be obtained on the district's website.

Request for Educational Records

A parent or student may request to view or receive a copy of student records in accordance with Board policy JO/IGBAB-Education Records of Students with Disabilities.

Supervision of Students

Adult supervision is provided to students during regular school hours 8:00am – 3:30pm, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

Talented and Gifted Students (TAG)

The district serves academically talented and gifted students in grades K-12.
This process of identification shall include at a minimum

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.

3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:

    a. Students who are racially/ethnically diverse;
    b. Students experiencing disability;
    c. Students who are culturally and/or linguistically diverse;
    d. Students experiencing poverty; and
    e. Students experiencing high mobility.

4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

When a student is identified for TAG, the district shall inform parents of the programs and services available to their student and provide an opportunity for parents to provide input to, and discuss TAG instruction proposed for their student. The instruction provided shall be designed to accommodate the student's assessed levels of learning and accelerated rates of learning. Parents may request the withdrawal of their student from TAG at any time.

If a parent is dissatisfied with the identification process or placement of their student, they may submit an appeal through Board policy KL - Public Complaints or the accompanying administrative regulation, IGBBA-AR - Appeal Procedure for Talented and Gifted Student Identification and Placement. After exhausting the district's appeal procedure and receiving the district's final decision, a parent may appeal the decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 – 581-002-0023. The district shall provide a copy of the OARs upon request.

Title IA Services

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

Transfer 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.

The district shall transfer originals of all requested student education records relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

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

Wellness

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

General School Information

After-School Activities

Although not school sponsored, the school works with many organizations and supports their after-school youth activities. (Douglas Recreation, Boy Scouts, Girl Scouts, 4-H, and sports groups). Please be aware that most after-school activities are not supervised by school personnel, but by parent and community volunteers. It is important that you make arrangements with these people to assure the safety of your child.

Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The superintendent serves as the district's asbestos program manager and may be reached for additional information.

Assignment of Students to Classes

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the building principal can begin May 1st of the current school year. To change a student's assigned class at other times must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

Bicycles/Skateboard

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

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, rollerblades, scooters, or similar devices on district grounds is prohibited. Skateboards, rollerblades, scooters, or similar devices will be confiscated by school authorities. Use of skateboards, rollerblades, scooters, or similar devices on district property during non-school hours is at the user's risk. Skateboards, rollerblades, scooters, or similar devices are prohibited on district property during school hours unless special permission is given by the administrator for a specific activity.

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

Bus Passes

If you wish your child to ride a different bus or get off at a bus stop other than the regular one, you will need to send a note. **Except for emergencies, we cannot accept phone calls**. If there is room on the bus, the secretary will prepare a bus pass for the driver. Drivers will not allow the student to leave the bus at any stop other than the regular stop without a pass. **Please include the PHYSICAL address on all notes**.

Checking Out Students

We are asking for your help so that we can protect and ensure the safety of your child. When you check your youngster out of school, please come to the office and sign the checkout form. At that time, the office staff will call your child out of the class. The record of who is authorized to check out students is kept in the office. This way we can assure you that only someone who has your permission may leave school with your child.

The end of each school day is a time that is especially busy. Homework is assigned, bulletins are handed out, and teachers often review what has been taught. Therefore, prior arrangements for a change of normal end-of-day plans will help all involved.

Classroom Disruptions

We request that telephone calls that require us to disrupt classes be on an emergency basis only. Calls such as "Have Mary go to grandmother's house," or "Tell Ralph to wait until I can pick him up," do disrupt the classroom. **We ask that plans be made ahead of time and that a note be sent with your child in the morning**. Notes to check students out before the end of the school day are also very important and much appreciated. We know how important dentist and doctor appointments are, but if you can make them after school this will avoid disrupting your child's learning. If an emergency arises and you need to get a message to your child, please come to the office or call us and we will get the message to him/her.

Sometimes parents send balloons or flowers to the office to be delivered to the classroom. Teachers have requested that the office not disrupt their instructional time; instead, the child will be called to the office just before the end of the day to pick up gift items. **Balloons or flowers are not allowed on the bus**. Please consider these things if you decide to have balloons or flowers delivered to the school.

We appreciate your cooperation in this matter. More instructional time for your son or daughter means more learning is taking place. This is precious time, and we want to use it to our students' best advantage.

Communicable Diseases

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation GBEB-AR – Communicable Diseases – in Schools. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to contact the office so that other students who have been exposed to the disease can be alerted.

Parents with questions should contact the school office.

Complaints

Instructional Materials Complaints

Concerns and complaints regarding instructional materials from students or parents should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal concern, a "Reconsideration Request Form for Reconsideration 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.

Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in navigating housing instability.

CONCUSSIONS AND TRAUMATIC BRAIN INJURIES

Upon receipt of written notification from a parent or guardian that a student has been diagnosed with a concussion or other brain injury by a health care professional and that accommodations are being requested, the district shall follow all procedures developed by the Oregon Department of Education (ODE) to develop and implement an immediate and temporary accommodation plan. Written notice is not required for the district to begin following concussion protocols.

Any accommodations will be communicated to the parent or guardian, to all teachers who provide instruction to the student and to other employees who have regular responsibilities for the student's supervision or health.

Accommodations will be in effect no later than 10 school days after the written notification is received by the district and will be reviewed as needed, but no later than every two months.

For information related to concussions and participation in sports, see School Sports Participation.

Public Complaints

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The district's complaint procedure is on the district's website.

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

If the complaint is not resolved, within 10 school days of the meeting with the principal, the complainant, if they wish to pursue the action, shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved and prepare a report of findings and conclusion and provide the report in writing or in an electronic form to the complainant within 10 school days after receiving the written complaint.

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

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

A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from, or otherwise left the district.

Bias Incident Complaints

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

"Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

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

The district prohibits the use or display of any symbols of hate on school property[3], or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

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

Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)

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

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.

Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis by law should contact the building principal. The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-075-0001 – 581-075-0045.

Division 22 Education Standards Complaints

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

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

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

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

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

"Sexual conduct," means verbal or physical conduct or verbal; written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are: 1) sexual advances or requests for sexual favors directed toward the student; or 2) of a sexual nature that are directed toward the student, have the effect of unreasonably interfering with a student's educational performance, or create an intimidating, hostile or offensive educational environment. "Sexual conduct" does not include touching that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent.

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

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

The designated licensed administrator to receive sexual conduct reports at LookingglassElementary School is the building principal. In the event this person is the suspected perpetrator; the superintendent or Board chair shall receive the report. When the personnel director or superintendent takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools. This training will be offered separately from the training provided to district employees.

1. Prevention and identification of sexual conduct;

2. Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and

3. Appropriate electronic communications with students.

To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

Students with Sexual Harassment Complaints

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other

complaint procedures when the alleged conduct could meet the definitions for other complaint procedures

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

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

To view JBA/GBN-AR(1) click HERE
To view JBA/GBN-AR(2) click HERE

Talented and Gifted 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 District TAG Coordinator who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

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

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

Damage to District Property

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. This includes damage to the district's network and other electronic systems. 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.

Drug, Alcohol, Tobacco Prevention Program

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

Drug, alcohol, and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students. The district will maintain a drug-free educational environment.

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

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

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

Emergency Drills – Fire, Earthquake, Safety Threats and Other Emergency Drills

1. Instruction and drills on emergency procedures including fire, earthquake and safety threats shall be conducted for at least 30 minutes each school month.

2. Fire drills will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year.

3. At least two drills on earthquakes for students will be conducted each year for students in all grades. Drills and instruction on earthquake emergencies shall include the response procedure known as "drop, cover, and hold on."

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

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

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

Emergency School Closure

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, and early dismissal of students.In either case, the decision will be announced over area stations, including:

KGRV	(700 AM)	KRBR	(950 AM)
KRNR	(1490 AM)	KRSB	(103.1 FM)
KQEN	(1240 AM)	KPIC	(CH. 4)

We will notify these stations by 6:30 AM, with updates as needed.
Flash Alert and ParentSquare will be used, as well. Please visit the school district website www.wdsd.org **to sign up or renew your account.**

Emergency Medical Treatment

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

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

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

Extracurricular Activities

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

Interested students should contact the office for additional information.

Fees, Fines and Charges

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

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

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

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

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

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

No student will be denied an education because of an inability to pay supplementary fees.

Field Trips

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

Flag Salute

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

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

Food Service

Winston-Dillard School District #116
NSLP Food Service Operating Procedures
(Implemented 7/1/15)

CIVIL RIGHTS COMPLAINTS PROCEDURE:
A "Justice for All" poster is displayed in a visible place for students and parents to see in the cafeteria, school offices, and the District Office. The following procedure is followed, in order, when a student or parent approaches a cafeteria staff member with a civil rights concern:

1) Civil Rights Complaint Received by Sponsor (Verbal or Written)
2) Civil Rights Complaint Documented in Civil Rights Complaint Log

3) Sponsor gives Complainant Civil Rights Complaint Form and/or Sponsor Completes Civil Rights form with Complainant
4) If Complainant Returns Civil Rights Complaint Form to Sponsor, Sponsor Forwards Civil Rights Complaint Form to ODE within 3 working days.

Each school kitchen site shall provide assurance that they agree to compile data, maintain records, and submit reports, as required, to permit effective enforcement of the nondiscrimination laws. Food service staff will permit authorized departments and USDA personnel, during normal working hours, to review such records, books, and account as needed to ascertain compliance with nondiscrimination laws. All Food Service employees are trained yearly on civil rights procedures.

PAYMENT FOR MEALS AND CHARGES:
Adults pay $5.00 for a lunch and $3.00 for breakfast, regardless of what components they choose.

MEDIUM OF EXCHANGE:
All meals are counted at the POS and all Cashiers/Cooks receive training on Offer vs. Serve and school nutrition guidelines.

MENU PLANNING OPTION:
Offer vs. Serve is used at all schools. Students must take three of the five offered components (fruit, vegetable, dairy, grain, meat/meat alternate) with a minimum of ½ c serving being either a fruit or a vegetable or a combination of both. For breakfast, students must take three of the four offered components with a minimum of ½ c serving being either a fruit or a vegetable.

ELIGIBLE STUDENTS:
National School Lunch and Breakfast Programs are available to all Winston-Dillard School District #116 students, Pre-K through 12th grade.

TRANSFERS AND DROPS:
Transfers: Students who transfer from one Winston-Dillard School to another intra-district site are tracked through Synergy the District student information system. Once the information is entered the student will automatically be updated the following day in Mealtime.

No Longer Enrolled: The same procedure as for transfer students is used for students no longer enrolled at Winston-Dillard School District.

INTERNAL CONTROLS:
Information from each site's daily closeout is immediately available for review by the District Office. Cashiers and Secretary have their own password to access the system which should not be shared with others. This allows the District Office the ability to track whom the transaction was entered by.

The District Office does edit checks for each daily meal count at each site, using the appropriate year's attendance factor. The District Office will conduct site monitoring annually before February 1st of each year.

SECOND MEAL POLICY:
If a student would like to purchase a second meal, it can be purchased at full price. It is counted as an a la carte sale and students must have funds on their accounts to pay for it. A second meal is never put into the POS as a reimbursable meal. This policy applies to all students regardless of status.

ADULT MEALS:

The information provided in this Handbook is subject to periodic change, modification, updating and clarification.

All adult sales are registered as adult and charged the full price of the meal regardless as to what part of the meal they choose. Adult meals are entered in the POS separately from reimbursable meals.

ALLERGIES AND SPECIAL DIETARY RESTRICTIONS:
Food allergies, intolerances, and special dietary needs are observed for students who have a medical statement on file, which is signed by a physician. Copies of the special diets/allergies are located at each site. The Cashiers and Cooks are aware of those students with restrictions through communication with school office staff and is flagged in the POS.

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

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

Fund Raising

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

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

Pediculosis (Head Lice)

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel.

School personnel will notify the parent or guardian of a student found with head lice and may provide information on treatment. The student will be allowed to remain in school.

Immunization and Vision/Dental Screenings

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

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. The student's

parents or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

The parents or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

1. A vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

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

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the educational program, submit a certification that the student has, received a dental screening within the previous 12 months.

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

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

Lost and Found

Children and parents are invited to search through the lost and found for missing personal articles. Please ask the school office where to locate lost and found bin. Unclaimed articles will be disposed of at the end of each semester. Loss or suspected theft of personal or district property should be reported to the school office. The district will not be responsible for the loss of, or damage to personal property. **Parents are encouraged to write the child's first and last name in coats, hats, sweatshirts, etc.**

Media Access to Students

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

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

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

Medication Administration

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themself, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis[4], or a need to manage hypoglycemia, asthma, or diabetes.

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

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

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

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer nonprescription medication (parental signature in place of prescriber signature).

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

A request to the district to administer non-prescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law.

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

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

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

Self – Medication

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

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

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

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

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

A request to the district to administer or allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

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

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

Contact the school office for additional information and forms.

Posters

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

Release Time for Religious Instruction

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

Reports to Student and Parents

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

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

Progress reports must be signed by the parent and returned to the district within three days.

School Hours

SCHOOL HOURS ARE MONDAY THROUGH THURSDAY FROM 8:30 AM – 3:45 PM.
Supervision before school begins is limited to the availability of school personnel. There will be an adult on morning supervision duty at 8:15 a.m. Please do not send your child to school before this time, as doors will not open until 8:15 a.m. Due to the large number of busses in the morning and afternoon, we ask that parents dropping off and picking up use the drop off lane in front of the building. During drop-off and pick up if there is a need to exit your vehicle you will need to park. This is to keep the line moving at a brisk pace.. We appreciate your awareness in keeping our parking lot safe for students and families at Lookingglass. PLEASE DO NOT PARK AND EXIT YOUR CAR IN THE DROP OFF LANE.

Social Events

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

Surveillance Cameras

Stationary cameras may be used in public areas of the school campus. These recordings are used to increase student safety and maintain school property.

Telephones

We want to assist you and your children at all times. However, the school telephones are for school business and emergency use. The students are expected to make social arrangements prior to leaving home.

Visitors

Parents and other visitors may visit district schools after scheduling such visits with the principal or designee. To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are scheduled, all visitors must report to the school office upon entering school property. Photo ID of visitors may be requested. In the absence of

photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

When you visit the school, it is important that we know you are in the building. **Please stop at the office and check in.** Any time you wish to observe your child's classroom, just give us a call, and we will be happy to make arrangements for you to do so.

- For security reasons, visitors, **including parents**, must come to the office to make arrangements for classroom visits or student pickup. Going unannounced to the classroom during instructional time can also disrupt the learning process. We appreciate your cooperation in this matter.
- Visit by Non-Enrolled Children- Visits to rooms during class time by pre-school, middle school, high school, or non-enrolled students are not permitted without prior administrative and teacher permission.
- Guests may visit during the lunch hour with permission from the office. Visitors who wish to eat lunch will need to purchase meals in the front office.

Volunteer Programs

Parents are always welcome at Lookingglass Elementary School. There are many opportunities for you to assist in the classrooms, lunchroom, or on the playgrounds. We have a Volunteer Parent coordinator who will be happy to help get you involved. If you wish to observe a class, please call and we will set up a time.

Student Conduct

Attendance Policy

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Persons having legal control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to send the child to school and maintain regular attendance during the entire school term.

All students five years of age who have been enrolled in a public school are required to attend regularly. Persons having control of a child, who is five years of age and who have enrolled the child in a public school, are required to send the child to school attend and maintain the child in regular attendance during the school term.

Staff will monitor and report violations of the state compulsory attendance law. A citation for violation of ORS 339.035 may be issued.

A parent will be issued a written notification in the native language of the parent, and the superintendent or designee will schedule a conference with the nonattending student and their parent(s) to discuss attendance requirements. At this time, the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a notice by the district for the student's failure to attend school.

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

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

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

A student who must leave school during the day, must bring a note from their parent, must have a parent visit the office to pick up the student or must have a parent send a communication to the school via phone, email, or ParentSquare. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The school office will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any unexcused reason will not be allowed to participate in school-related activities on that day or evening.

In order for an absence to be excused, a parent must communicate the reason for the absence by phone, email, or ParentSquare. A student's absence from school or class will be excused under the following circumstances:

A. <u>Absence Types</u>

1. **Excused Absence:**
    - Illness including mental and behavioral health of the student;
    - Illness of an immediate family member when the student's presence at home is necessary;
    - Emergency situations that require the student's absence;
    - Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year.
    - Field trips and school-approved activities;
    - Medical or dental appointments. Confirmation of appointments may be required;
    - Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.
2. <u>All other absences will be classified as **Unexcused Absences**.</u>
3. **Prearranged absences** will be processed according to the following guidelines:

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a) Prearranged absences are limited to five (5) per 3 month period.
b) The student's academic and attendance records are satisfactory
c) Prearranged absence requests are required for anticipated absences of three (3) or more
d) Students are responsible for all missed course work
e) Parents are required to submit prearranged absence forms to their teachers prior to approval in advance of the absence
f) School officials shall determine whether a prearranged absence is excused or unexcused

B. Notification

1. Parents must contact the school, by telephone or signed note, within 48 hours of the student absence. After 48 hours, the student absence will be classified as truant (see truancy policy).
2. Student absences will be excused according to school policy (see above)
3. Parents may also excuse absences with prior notification to the school
4. Parents will be notified each day a student is marked unexcused absent by our automatic calling system. The system will call the primary contact number listed in the student's records.

C. Truancy

A student who is absent from school without a valid excuse or from any portion of the school day without permission may be considered truant. Students who arrive late or leave early for reasons that cannot be excused in accordance with state law must:

1.Check in/ Check out through the main office

Students who are consistently truant may be subject to disciplinary action including detention, according to the discipline matrix.

To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

Cell Phones

At Lookingglass, we understand that students may need access to cell phones to contact parents before and after school. Based on this understanding, students are allowed to have cell phones at school. However, cell phones need to be turned off and "out of sight" during the school day. This includes text messaging as well as making phone calls. Cell phones that are not "out of sight" will be taken and brought to the office. Students may pick up their phone after school, if it is their first offense. Subsequent offenses will require a parent to pick up the student phone. Furthermore, Lookingglass Elementary is not responsible for lost or stolen cell phones.

Computer Use

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including e-mail access, is permitted when consistent with board policy and administrative regulations and when during the school day.

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

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

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

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

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

Dress and Grooming

At Lookingglass, dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards. Therefore, we have established some guidelines to assist in preparing students for learning and future endeavors:

1. Clothing should appropriately cover the torso, including all personal parts of the body.
2. Clothing that allows the display of undergarments, backside, or midriff is inappropriate.
3. Shorts/skirts/dresses should be at least mid-thigh in length depending on the body type and appropriate coverage.
4. Pants are to be secured at the waist either by natural fit or by a belt.
5. Shirts/tops are to cover the stomach/backside and should extend over the top of the pants so that the stomach/backside remains covered during all activities.

6. Tank tops may be worn alone if they are cut close under the arm and cover any undergarments at all times. Loose fitting tank tops or very tight-fitting tank tops are to be worn with another shirt over or under them.
7. Halter or single strap tops are not permitted. This includes spaghetti straps.
8. Open-toed footwear or flip-flops create a potential for injury and should not be worn during physical activity, such as P.E.
9. All students should have shoes available that allow for safe participation in P.E. and on the playground (i.e., Tennis Shoes).
10. Clothes that promote violence are not acceptable.
11. Clothing with slogans or images of alcohol, tobacco, or other drugs is not permitted.
12. Clothing with inappropriate language, pictures, or logos is not acceptable.
13. No hats or hoods are to be worn in the building; they may be worn outside.
14. No pajamas should be worn to school.

Students will be asked to change or cover unacceptable clothing.

Student Rights and Responsibilities

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

Student Code of Conduct

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

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

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

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

1. Assault;

2. Hazing, harassment, intimidation, bullying or menacing, or cyberbullying as prohibited by Board policy JFCF/GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing and accompanying administrative regulation or cyberbullying, as prohibited by Board policy JFCFA/GBNAA - Cyberbullying;
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing or using a weapon*** as prohibited by Board policy JFCJ - Weapons in the Schools;
8. Vandalism/Malicious Mischief/Theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students including willful damage or destruction to district property; or to private property on district premises or at school-sponsored activities;
9. Sexual Harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
10. Possession, Distribution, or use of tobacco products, inhalant delivery systems, alcohol or drugs, or other controlled substances including drug paraphernalia as prohibited by Board policy(ies)
11. Use or display of profane of obscene language;
12. Disruption of the school environment.
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school or classroom rules.

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

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

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

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

To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

Discipline Definitions

Detention: Detention is a short term, supervised exclusion of the student. Detentions are served at recess times and students are required to bring material to work on for the duration of the detention.

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

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

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

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

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

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

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

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

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

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

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

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

An expulsion shall not extend beyond one calendar year.

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

Discipline / Due Process

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

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

Discipline in the district is based upon a philosophy designed to produce behavioural changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern 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, they 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.

No student will be subjected to corporal punishment.

The district may provide information regarding recovery schools to students being disciplined for substance abuse violations.

Discipline of Disabled Students

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

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

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

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

Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing

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

Students whose behavior is found to be in violation of this Board policy JFCF and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials.

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

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

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

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

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

"Retaliation" means any acts of, but not limited to, hazing, harassment, intimidation, menacing, bullying, or acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting or participate in the investigation of hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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

Any student who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating violence or Domestic Violence – Students shall immediately report their concerns to the principal who has overall responsibility for all investigations. A report made by a student or volunteer may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

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

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

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

Step 2 The principal receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The principal will arrange such meetings as may be necessary with all concerned parties within five school days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in

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writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the person making the report within 10 working days of receipt of the information or report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 2 If the person making the report is not satisfied with the decision at Step II, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 school days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within 10 working days.

Step 4 If the person making the report is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within 30 days of receipt of the appeal by the Board.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915Second Ave., Room 3310, Seattle, WA 98174-1099.

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

To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

Personal Electronic Devices

Student use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours, except as provided below. Except as otherwise provided in this policy, "personal electronic device" means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school's network infrastructure. This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

Personal electronic devices may be used when use complies with the terms of:
1. The student's medical provider's order for the care and treatment of a medical condition;
2. The student's individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);
3. A written exemption provided for the student based on a request received in JFCEB-AR. School administration will respond to such a request within 12 school days.

Personal electronic devices may be kept by students in lockers or backpacks, but personal electronic devices are not to be stored on the student's person or in the student's clothing during regular instructional hours.

Personal Electronic Devices and Social Media

Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.

Personal electronic devices brought to school may be used for appropriate/approved classroom or instruction related activities. Devices that have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.

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

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

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

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

Student Searches

District officials may search the student, their personal property, and property assigned by the district for the student's use on district property or when the student is under the jurisdiction of the school when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

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

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

District-owned storage areas assigned for student use, such as lockers, and desks, may be routinely inspected. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance or proper sanitation, to check mechanical conditions and

safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation, or school rule may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning of Students

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

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

Student Suicide Prevention

See districts suicide prevention plan at the following location-
http://winstondillard.cyberschool.com/files/user/2/file/WDSD_Suicide_Prevention_Plan.pdf

Tobacco-Free Environment

Student possession, use, sale, or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. A student may be referred to law enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school.

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

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

Threats

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

electronic equipment to threaten, harass or intimidate another. Additionally, false threats, to damage school property, will not be tolerated.

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

Transportation of Students

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

Transportation Rules

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

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

Transportation Discipline Procedures

When a discipline concern arises on a vehicle serving a regular route or trip, the school administrator will implement the discipline matrix consequences. Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

Handbook revisions can be made at any time as deemed necessary by the building principal

Administrative Discipline Matrix – Elementary

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Attendance Incidents					
Tardiness	E	E	F, H, P	H, P	H, P
Truancy	F	F, H	F, I, O, P	F, I, O, P	F, I, O, P
Leaving Class Without Permission	A, C, E, R	A, C, F, G, S	A, D, I, K, T	A, D, I, K, M, T	A, D, I, K, T
Out of Assigned Area	A, C, E, R	A, C, F, G, S	A, D, I, K, T	A, D, I, K, M, T	A, D, I, K, T
Rule Violation Incidents					
Dress Code	C, E or F, MM	C, E or F, F, MM	E or F, D, F, Q, MM	F, R, MM	D, I, S, MM
Cheating/Plagiarism	A, B, E	A, C, E, Q	C, E, R	D, F, S	D, I, K, T
Recess Detention – Unserved	F, R	F, S	F, T	F, V, K	F, V
Loud Voice/Yelling/Noise Making	A, B, E	A, C, E, G, Q	C, E, R	D, F, I, S	D, F, I, K, T
Name Calling - Teasing	A, B, E	A, C, E, G, Q	C, E, R	D, F, I, S	D, F, I, K, T
Insubordination	A, B, E	A, C, E, G, Q	C, E, R	D, F, I, S	D, F, I, K, M, T
Disruptive	A, B, E	A, C, E, G, Q	C, E, R	D, F, I, S	D, F, I, K, M, T
Profanity – Use of insulting/obscene lang.	A, B, E	A, C, E, J, G, Q	C, E, R	D, F, I, M, S	D, F, I, K, T
Playground Rule Violation	A, C, E	A, C, E, Q	D, F, R	D, F, S	D, F, I, K, T
Cafeteria Rule Violation	A, C, E	A, C, E, Q	D, F, R	D, F, S	D, F, I, K, T
Bathroom/Hallway Rule Violation	A, C, E	A, C, E, Q	D, F, R	D, F, S	D, F, I, K, T
Weapons (non-firearm)	D, F, L, V, NN	D, F, L, I, V, LL	D, F, L, X, LL, HH	D, F, L, Y, LL, HH	F, HH, II
Weapons (firearm)	F, HH, II				

Action Legend - Administrative Consequences/Interventions

Documentation in Synergy/SWIS and parent contact is required for all violations requiring administrative action. School administration will make a reasonable effort to contact a student's parent with a phone call, by mail, or a scheduled parent meeting. Discipline for students with disabilities shall be in accordance with state and federal laws and Winston – Dillard School Board Polices. School Administration has the ability to apply consequences as appropriate.

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Action Legend - Administrative Consequences/Interventions

A. Verbal Warning Teacher - Redirect	O. Referral to Truancy Officer	CC. Consultation with Law Enforcement
B. Incidental Violation Form Completed	P. Recess School	DD. Bus Referral – Verbal and Written Reprimand
C. Minor Referral Form Completed	Q. Recess Detention (1)	EE. Bus Referral – 1-5 Day Bus Suspension
D. Major Referral Form Completed	R. Multiple Recess Detentions (2-3)	FF. Bus Referral – 5-10 Day Bus suspension
E. Parent Contact – Teacher	S. Multiple Recess Detentions (4-5)	GG. Bus Referral – Removal from School Bus
F. Parent Contact – Administrator/PBIS Member	T. Multiple Recess Detentions (5-10)	HH. Referral to Law Enforcement/SRO
G. Student Virtues Assessment	U. In-School Suspension (less than a day)	II. Mandatory Recommendation for Expulsion
H. Referral/Letter sent home	V. In-School Suspension (1-4 days)	JJ. No Contact Order w/written Contract
I. Mandatory Parent Meeting	W. Out of School Suspension: 1-2 Day	KK. Restitution of Damages
J. Verbal Warning Administrator/PBIS Team Member	X. Out of School Suspension: 3-4 Day	LL. Threat Assessment
K. Collaborative Problem Solving/SST Referral	Y. Out of School Suspension: 5-6 Days	MM. Student changes clothes
L. Confiscation (when applicable)	Z. Out of School Suspension: 7-8 Days	NN. Student Safety Plan
M. Referral to Behavioral Specialist	AA. Out of School Suspension: 9-10 Days	
N. Mandatory Behavior Contract	BB. Out of School Suspension pending an investigation	

Action Legend - Administrative Consequences/Interventions

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Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Acts against person					
Bullying	D, F, I, M, N, W, LL	D, F, I, K, M, N, X, JJ	D, F, I, K, M, N, Y,	F, II	
Harassment	D, F, I, M, N, W	D, F, I, K, M, N, X, LL, JJ	D, F, I, K, M, N, Y	F, II	
Physical Aggression (Fighting, Non-Accidental)	D, F, G, M, V	D, F, M, N, W, JJ	D, F, I, K, M, N, X, JJ, LL	D, F, I, K, M, N, Y, JJ, LL	F, II
Physical Altercation/Confrontation	A, C, E, G, R	A, C, E, M, S	D, F, K, T	(See Physical Aggression/Bullying)	
Direct Threats	D, F, G, M, V	D, F, K, M, N, W, JJ, LL	D, F, I, K, M, N, X, JJ, LL	D, F, I, K, M, N, Y, JJ, LL	F, II
Profanity Directed Towards Staff Member	A, C, E, G, R	A, C, E, M, S	D, F, I, K, S, T	(See Direct Threats)	
Theft	D, F, L, G, KK, R	D, F, I, L, S, CC, KK	D, F, I, L, M, T, HH, KK	D, F, I, L, M, V, HH, KK	D, F, I, L, M, V, HH, KK
Spitting	A, C, F, G, M, R	A, C, F, M, S	D, F, I, K, T	D, I, K, M, V	D, I, W
Substance Abuse/Drug Incidents					
Tobacco – Use/Possession/Sale (JFCG-AR)	I, L	F, I, L, R	F, I, L, V	F, I, X	F, II
Alcohol – Use/Possession/Sale	I, L	I, L, R, CC	I, L, W, HH	I, L, X, HH	F, II
Drugs – Possession/Use/Sale	I, L	I, L, R, CC	I, L, W, HH	I, L, X, HH	F, II
Property Incidents					
Theft	D, F, L, G, KK, R	D, F, I, L, S, CC, KK	D, F, I, L, M, T, HH, KK	D, F, I, L, M, V, HH, KK	D, F, I, L, M, V, HH, KK
Vandalism/Damage to property	D, F, L, G, KK, R	D, F, I, L, S, CC, KK	D, F, I, L, M, T, HH, KK	D, F, I, L, M, V, HH, KK	D, F, I, L, M, V, HH, KK
Technology – Inappropriate Use	A, C, E, J, R	A, C, F, M, S	D, F, H, K, T	D, F, H, N, V	D, F, I, K, N, V

Action Legend - Administrative Consequences/Interventions

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L. Confiscation (when applicable)	Z. Out of School Suspension: 7-8 Days	NN. Student Safety Plan
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Administrative Discipline Matrix – Elementary

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Bus Behavior Incidents				
Level One Violation: Eating/Drinking/Chewing Gum.. Failure to sit as assigned by bus driver.	F, DD	F, EE, I	F, I, FF	F, GG
Level Two Violation: Disrupting or distracting i.e., horseplay, yelling, profanity etc. and disobeying the bus driver. Standing up and or/move from seats while the bus is in motion, and inappropriate remarks. Failure to utilize required safety equipment on the bus. Throwing objects.	F, DD	F, EE, I	F, I, FF	F, GG
Level Three Violation: Any disruptive activity which might cause the driver to stop in order to reestablish order; Placing head, arms, and legs outside of the window. Threats against the bus driver, and passengers on the bus. Profanity directed at the bus operator or bus attendant. Physical aggression, chewing tobacco, or smoking on the bus. Throwing objects out the bus window or at the bus. Vandalism of seats or other bus equipment. Opening the emergency door while the bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus driver.	F, EE	F, I, FF	F, I, GG	

Action Legend - Administrative Consequences/Interventions

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Action Legend - Administrative Consequences/Interventions

A. Verbal Warning Teacher - Redirect B. Incidental Violation Form Completed C. Minor Referral Form Completed D. Major Referral Form Completed E. Parent Contact – Teacher F. Parent Contact – Administrator/PBIS Member G. Student Virtues Assessment H. Referral/Letter sent home I. Mandatory Parent Meeting J. Verbal Warning Administrator/PBIS Team Member K. Collaborative Problem Solving/SST Referral L. Confiscation (when applicable) M. Referral to Behavioral Specialist N. Mandatory Behavior Contract O. Referral to Truancy Officer	P. Recess School Q. Recess Detention (1) R. Multiple Recess Detentions (2-3) S. Multiple Recess Detentions (4-5) T. Multiple Recess Detentions (5-10) U. In-School Suspension (less than a day) V. In-School Suspension (1-4 days) W. Out of School Suspension: 1-2 Day X. Out of School Suspension: 3-4 Day Y. Out of School Suspension: 5-6 Days Z. Out of School Suspension: 7-8 Days AA. Out of School Suspension: 9-10 Days BB. Out of School Suspension pending an investigation	CC. Consultation with Law Enforcement DD. Bus Referral – Verbal and Written Reprimand EE. Bus Referral – 1-5 Day Bus Suspension FF. Bus Referral – 5-10 Day Bus suspension GG. Bus Referral – Removal from School Bus HH. Referral to Law Enforcement/SRO II. Mandatory Recommendation for Expulsion JJ. No Contact Order w/written Contract KK. Restitution of Damages LL. Threat Assessment MM. Student changes clothes

Action Legend - Administrative Consequences/Interventions

Documentation in Synergy/SWIS and parent contact is required for all violations requiring administrative action. School administration will make a reasonable effort to contact a student's parent with a phone call, by mail, or a scheduled parent meeting. Discipline for students with disabilities shall be in accordance with state and federal laws and Winston – Dillard School Board Polices. School Administration has the ability to apply consequences as appropriate.

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