WINSTON MIDDLE SCHOOL

STUDENT HANDBOOK

20264 – ~~2025~~2027

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

Winston Middle School

330 SE Thompson
Winston, OR 97496
Telephone 541-679-3002
Fax 541-679-3026

Home of the Warriors

A positive place where people are valued, respected, and encouraged to be successful.

Student Identification

Name_____

Address_____

City_____Zip Code_____

Telephone_____

Student ID#_____

In case of emergency contact_____

Telephone (home)_____(work)_____

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

TABLE OF CONTENTS

TABLE OF CONTENTS 4
PARENT ACKNOWLEDGEMENT 10
MISSION STATEMENT 12
PREFACE 12
ACADEMIC INTEGRITY AND ARTIFICIAL INTELLIGENCE (AI) 14
ACCIDENTS 14
ADMISSION 14
AFTER SCHOOL ATHLETICS and ACTIVITIES 15
ALTERNATIVE EDUCATION PROGRAMS 15
Notification 16
ANIMAL DISSECTION 17
ANIMALS IN THE SCHOOL 17
ASBESTOS 17
ASSEMBLIES 18
ASSESSMENT PROGRAM 18
ASSIGNMENT OF STUDENTS TO CLASSES 18
ATTENDANCE 18
Compulsory Attendance 18
Absence and Excuses 20
Notification 20
Truancy 21
CAFETERIA 21
CHECK OUT PROCEDURE 23
CLOSED CAMPUS 23
CLUBS AND ORGANIZATIONS 23
COMMUNICABLE DISEASES 23
COMPUTER USE 24
CONDUCT 25
Citizenship 25
Student Rights and Responsibilities 26
STUDENT CODE OF CONDUCT 26
SCHOOL DISCIPLINE POLICY / DUE PROCESS 29
DISCIPLINE MATRIX 31
DISCIPLINE PROCEDURES 39
CONFERENCES 42
COUNSELING 42
Academic Counseling 42
Personal Counseling 42
CYBERBULLYING 42
DAMAGE TO DISTRICT PROPERTY 42
DANCES/SOCIAL EVENTS 43

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

DISPLAY of AFFECTION 43
DRESS AND GROOMING 44
DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM 44
EMERGENCY DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS....45
EMERGENCY MEDICAL TREATMENT 45
EMERGENCY SCHOOL CLOSING INFORMATION 45
EXCHANGE STUDENTS....46
EXTRACURRICULAR ACTIVITIES 46
Extra/Co-Curricular Policy and Drug Testing Program Regarding Tobacco, Alcohol & Illegal Drugs....46
FEES, FINES AND CHARGES....48
FIELD TRIPS 49
FLAG SALUTE....49
FUNDRAISING 49
GANGS....49
GRADE REDUCTION/CREDIT DENIAL 50
HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING/TEEN DATING VIOLENCE/ DOMESTIC VIOLENCE....50
HOMEWORK and HOMEWORK REQUESTS 53
IMMUNIZATION AND SPORTS PARTICIPATION 53
Immunization ....**Error! Bookmark not defined.**
School Sports Participation....**Error! Bookmark not defined.**
INFECTION CONTROL AND BLOODBORNE PATHOGENS....53
INSURANCE 54
LOCKERS 54
LOCAL WELLNESS 54
LOST AND FOUND....54
MEAL PROGRAM 54
MEDIA ACCESS TO STUDENTS 55
MEDIA CENTER....55
MEDICATIONS**....55
PARENTAL INVOLVEMENT 57
PARENTAL RIGHTS....57
PEDICULOSIS (HEAD LICE) 58
PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA....58
POSTERS 59
PROGRAM EXEMPTIONS 59
PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS 59
RELEASE TIME FOR RELIGIOUS INSTRUCTION 60
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. 60
RELEASE OF STUDENTS FROM SCHOOL....60
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. Students are to

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

ALWAYS check in and out through the front office. Students not properly checking out will be considered truant. A student will not be released to any person without the approval of their parent or as otherwise provided by law. 60
RESTRAINT OR SECLUSION 61
REPORTS TO STUDENT AND PARENTS 62
SEARCHES 62
Searches 63
Questioning 63
SPECIAL PROGRAMS 63
Bilingual Students (English Language Learners) 63
Students with Disabilities 64
STUDENT/PARENT COMPLAINTS 64
Discrimination Complaints 64
Bias Incident Complaints 64
Division 22 Education Standards Complaints 65
Instructional Materials Complaints 65
Placement/Enrollment of Students Experiencing Houselessness Complaints 66
Public Complaints 66
Suspected Staff Sexual Conduct with Students by District Employees, Contractors, Agents, and Volunteers of the District 67
Students with Sexual Harassment Complaints 69
Talented and Gifted (TAG) Programs and Services Complaints 69
STUDENT EDUCATION RECORDS 70
Access/Release of Education Records 71
Provision for Hearing to Challenge Content of Education Records 71
STUDENT PUBLICATIONS AND MATERIALS 72
SUICIDE PREVENTION 73
SURVEILLANCE CAMERAS 73
TALENTED AND GIFTED PROGRAM 73
Identification of Talented and Gifted Students 73
Appeals 74
Programs and Services 75
TECHNOLOGY USE POLICY 75
Violations/Consequences 76
TELEPHONES 76
TEXTBOOKS 76
TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS 76
TRANSCRIPT EVALUATION 77
TRANSPORTATION OF STUDENTS 77
Transportation Rules 77
Disciplinary Procedures for Violations of Transportation Rules 77
VEHICLES/BICYCLES/SKATE BOARDS ON CAMPUS 78
VISITORS 78
~~TABLE OF CONTENTS ....4~~
~~ANTI-DISCRIMINATION STATEMENT ....7~~

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

~~PARENT ACKNOWLEDGEMENT ..... 7~~
~~MISSION STATEMENT ..... 9~~
~~PREFACE ..... 9~~
~~ACADEMIC INTEGRITY ..... 10~~
~~ACCIDENTS ..... 10~~
~~ADMISSION ..... 10~~
~~AFTER SCHOOL ATHLETICS and ACTIVITIES ..... 11~~
~~ALTERNATIVE EDUCATION PROGRAMS ..... 11~~
~~Notification ..... 12~~
~~ANIMAL DISSECTION ..... 12~~
~~ANIMALS IN THE SCHOOL ..... 12~~
~~ASBESTOS ..... 13~~
~~ASSEMBLIES ..... 13~~
~~ASSESSMENT PROGRAM ..... 13~~
~~ASSIGNMENT OF STUDENTS TO CLASSES ..... 13~~
~~ATTENDANCE ..... 13~~
~~Compulsory Attendance ..... 13~~
~~Absence and Excuses ..... 14~~
~~Notification ..... 15~~
~~Truancy ..... 16~~
~~CAFETERIA ..... 16~~
~~CHECK OUT PROCEDURE ..... 18~~
~~CLOSED CAMPUS ..... 18~~
~~CLUBS AND ORGANIZATIONS ..... 18~~
~~COMMUNICABLE DISEASES ..... 18~~
~~COMPUTER USE ..... 18~~
~~CONDUCT ..... 19~~
~~Citizenship ..... 20~~
~~Student Rights and Responsibilities ..... 20~~
~~STUDENT CODE OF CONDUCT ..... 21~~
~~SCHOOL DISCIPLINE POLICY / DUE PROCESS ..... 23~~
~~DISCIPLINE MATRIX ..... 25~~
~~DISCIPLINE PROCEDURES ..... 32~~
~~Classroom Infractions ..... 32~~
~~Consequences ..... 32~~
~~Out of Class Infractions ..... 32~~
~~Consequences ..... 32~~
~~Detention ..... 32~~
~~Lunch Detention ..... 33~~
~~Suspension ..... 33~~
~~Expulsion ..... 33~~
~~Discipline of Disabled Students ..... 33~~
~~CONFERENCES ..... 34~~
~~COUNSELING ..... 34~~
~~Academic Counseling ..... 34~~

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

Personal Counseling 34
CYBERBULLYING 35
DAMAGE TO DISTRICT PROPERTY 35
DANCES/SOCIAL EVENTS 35
DISPLAY of AFFECTION 35
DISTRIBUTION OF MATERIAL 35
DRESS AND GROOMING 36
DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM 36
EMERGENCY DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS 37
EMERGENCY MEDICAL TREATMENT 37
EMERGENCY SCHOOL CLOSING INFORMATION 37
EXCHANGE STUDENTS 37
EXTRACURRICULAR ACTIVITIES 38
Extra/Co-Curricular Policy and Drug Testing Program Regarding Tobacco, Alcohol & Illegal Drugs 38
FEES, FINES AND CHARGES 40
FIELD TRIPS 40
FLAG SALUTE 40
FUNDRAISING 41
GANGS 41
GRADE REDUCTION/CREDIT DENIAL 41
HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING/TEEN DATING VIOLENCE/ DOMESTIC VIOLENCE 41
HOMELESS STUDENTS 44
HOMEWORK and HOMEWORK REQUESTS 44
IMMUNIZATION 44
INFECTION CONTROL/HIV, HBV AND AIDS 45
INSURANCE 45
LOCKERS 45
LOCAL WELLNESS 46
LOST AND FOUND 46
MEDIA ACCESS TO STUDENTS 46
MEDIA CENTER 46
MEDICATIONS** 46
PARENTAL INVOLVEMENT 48
PARENTAL RIGHTS 48
PHYSICAL EXAMINATIONS 49
PEDICULOSIS (HEAD LICE) 49
PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA 49
POSTERS 50
PROGRAM EXEMPTIONS 50
PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS 50
RELEASE TIME FOR RELIGIOUS INSTRUCTION 50

~~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. ..... 50~~
~~RELEASE OF STUDENTS FROM SCHOOL ..... 50~~
~~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. Students are to ALWAYS check in and out through the front office. Students not properly checking out will be considered truant. A student will not be released to any person without the approval of their parent or as otherwise provided by law. ..... 50~~
~~RESTRAINT OR SECLUSION ..... 50~~
~~REPORTS TO STUDENT AND PARENTS ..... 52~~
~~SEARCHES ..... 52~~
~~Searches ..... 52~~
~~Questioning ..... 53~~
~~SPECIAL PROGRAMS ..... 53~~
~~Bilingual Students ..... 53~~
~~Students with Disabilities ..... 53~~
~~STUDENT/PARENT COMPLAINTS ..... 53~~
~~Discrimination Complaints ..... 53~~
~~Bias Incident Complaints ..... 54~~
~~Division 22 Education Standards Complaints ..... 54~~
~~Instructional Materials Complaints ..... 54~~
~~Public Complaints ..... 54~~
~~Suspected Staff Sexual Conduct with Students by District Employees, Contractors, Agents, and Volunteers of the District ..... 54~~
~~Students with Sexual Harassment Complaints ..... 56~~
~~Talented and Gifted (TAG) Programs and Services Complaints ..... 56~~
~~STUDENT EDUCATION RECORDS ..... 57~~
~~Access/Release of Education Records ..... 57~~
~~Provision for Hearing to Challenge Content of Education Records ..... 57~~
~~SUICIDE PREVENTION ..... 58~~
~~SURVEILLANCE CAMERAS ..... 58~~
~~TALENTED AND GIFTED PROGRAM ..... 58~~
~~Identification of Talented and Gifted Students ..... 58~~
~~Appeals ..... 59~~
~~Programs and Services ..... 59~~
~~TECHNOLOGY USE POLICY ..... 59~~
~~Violations/Consequences ..... 60~~
~~TELEPHONES ..... 61~~
~~TEXTBOOKS ..... 61~~
~~TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS ..... 61~~
~~TRANSCRIPT EVALUATION ..... 62~~
~~TRANSPORTATION OF STUDENTS ..... 62~~
~~Transportation Rules ..... 62~~
~~Disciplinary Procedures for Violations of Transportation Rules ..... 62~~
~~VEHICLES/BICYCLES/SKATE BOARDS ON CAMPUS ..... 63~~

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

ANTI-DISCRIMINATION STATEMENT

The Winston Dillard School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation[1], age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Titles VI, VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008; and Title II of the Genetic Information Nondiscrimination act of 2008.

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

Superintendent of Schools

PARENT ACKNOWLEDGEMENT

Parents and students should must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook.

Parents must also give their signed and dated written permission for the district to release personally identifiable information*.

- ✓ I understand and consent to the responsibilities outlined in the Student Code of Conduct. 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 they 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.

- ✓ Regarding student education records, I understand that certain personally identifiable information*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. Directory information includes, but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the district to withhold.

- ✓ I understand that unless I object 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 and for such other purposes as deemed appropriate by the principal, and my secondary student's name, address and telephone number will be released upon a request made by military recruiters and/or institutions of higher education.

- ✓ I also understand that certain student information is considered personally identifiable information* and may be released only with prior notification by the school district. The district will notify me of the purpose(s) the information will be used for, to whom it will be released, and will obtain 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, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

_____ _____

Parent/Eligible Student (18 or older) Signature **Date**

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

MISSION STATEMENT
Winston Middle School is a positive place where people are valued, respected and encouraged to be successful.

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 website.

This handbook is not intended as a contract. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

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

The district prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including admission and employment.

Inquiries about Title IX may be referred to the district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

The following staff has been designated ~~to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues~~by the district:

Kevin Wilson, ~~Title IX Director~~Superintendent, 541-679-3000

~~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, Acting Superintendent, 541-679-3000~~

The district's nondiscrimination and civil rights policy and grievance procedures ~~Procedure for filing a complaint~~ can be found ~~on the district's home page~~ at www.wdsd.org .

To report information and about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to 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 must notify the district office within 15 days of receipt of the student handbook~~.

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

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.

Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

Specific rules for the independent use of generative artificial intelligence for assigned student work may be developed by the teacher and communicated to students. Rules will be developed in accordance with Board policy IKJ – Artificial Intelligence (AI). Failure to follow these rules may result in disciplinary action.

ACCIDENTS

Students should report all accidents to the teacher in charge or to an administrator. This includes accidents on the way to and from school. Even if this accident may have damaged someone else's property, you should report it so that it becomes understood as an accident.

ADMISSION

A student seeking enrollment in the district must register in the office or https://wms.wdsd.org~~www.wdsd.org/WMS~~. All students enrolled in the district must comply with Oregon laws related to age, residence, health, attendance, and immunization. Age, immunization, tuition, and other eligibility prerequisites for admission as set forth in state law, Board policy, and administrative regulation, may be required.

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 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 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.

AFTER SCHOOL ATHLETICS and ACTIVITIES

Winston Middle School offers an athletic program for students in grades 6-8. Sixth grade students may participate in individual sports [wrestling and track]. In the event a complete team is not available for certain seventh grade team sports [volleyball, boys basketball, girls basketball], sixth grade participation will be considered by the coach, athletic director, and principal. At no time will a seventh grade player be cut in favor a sixth grade athlete. In the event there are not enough eighth graders to field a complete team, seventh grade athletes may be considered using the same process. At no time will a sixth grade player be allowed to play on an eighth grade team. If sixth grade participation is allowed, all applicable middle school athletic participation requirements will apply to sixth grade athletes. All participants **will be required to pay a $50 participation fee per sport, with a $100 cap per student per school year and a $300 family cap. A scholarship is available for qualified students.**

Students participating in sports must meet the following eligibility requirements **before they are allowed to practice:**

1. Students and parents must sign and abide by the WMS Athletic Handbook.
2. Students must have medical insurance. If they are not covered by a home policy, school insurance is available.
3. Students must have a current physical examination. Forms are available at the office. Physicals are valid for two years.
4. Students must have written permission from their parent/guardian to participate. The school's physical exam card has a place for parents/guardians to sign.
5. All students must meet eligibility requirements such as age (under 16 throughout the sport season) and attendance. To be able to participate in athletic contests the student must be passing all classes. To participate in after school activities the student must be in attendance all day, unless the absence has been pre-arranged or school initiated.
6. **Once teams have been selected and the season commences, ALL students will be required to follow these academic eligibility requirements: If a student has a letter grade of an 'F' in ANY of his or her classes on the first school day of the week, he or she will be placed on Probation for a week, and given a warning. If a student has an 'F' grade in the same class for two consecutive weeks, they will miss those week's contests. If a student has three 'F' grades during their season, they will be dismissed from the team.**
7. Students who ~~do not have citizenship at the beginning of a sports season, or who~~ lose ~~their citizenship~~good standing during a sports season must miss one game, and will then be on probation. Any subsequent referral will result in missing another game. If a student misses three games during the season due to ~~lack citizenship~~behavior, they will be dismissed from the team. Students on probation must remain under the direct supervision of their coach.
8. Students who receive an in-school or out of school suspension will not be allowed to participate in ANY extra-curricular activity (athletics, band, choir, etc.) on suspended days.
9. Students who are ineligible for a given contest are not allowed to travel with the team or attend that contest.

ALTERNATIVE EDUCATION PROGRAMS

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

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

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

Establishment of Alternative Education Programs
Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent in compliance with Board Policy IGBHB – Establishment of Alternative Education Programs and its accompanying administrative regulation.

In-District Alternative Education Programs
Examples of alternative education program options are not limited to, but may include evening classes, tutorial instruction, small group instruction, career technical programs, work experience, instructional activities provided by other accredited institutions, community service, independent study, Expanded Options Program, or others as approved by the district.

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

Nondistrict Alternative Education Programs
1. Other school(s) or program(s);
2. Community college;
3. Others as approved by the district

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

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

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

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

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered;

4. When a student is expelled;
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

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

Notification shall include:

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

~~The district will provide alternative education programs for students expelled for violations of applicable state or federal weapon laws.~~

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

ANIMAL DISSECTION

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

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 that are part of an approved district curriculum or cocurricular activity are allowed in district facilities.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

Companion and comfort animals are not considered service animals.

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

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.

ASSEMBLIES

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

ASSESSMENT PROGRAM

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

Students may opt-out of 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 building 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 at other times must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

ATTENDANCE

Regular and punctual attendance in all classes is expected at Winston Middle School. Regular student participation in classroom discussions, lectures, demonstrations and other learning activities is an important factor in student achievement; irregular attendance is often associated with student failure and frustration with the schooling experience.

Ultimately, school attendance is the responsibility of the student and parent. School officials will make every reasonable effort to assist and support parent efforts to reinforce regular student attendance.

Compulsory Attendance

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 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 the child in regular attendance during the school term. ~~Staff will monitor and report violations of the state compulsory attendance law.~~

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

Staff will monitor and report violations of the state compulsory attendance law.

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

~~The district will notify the parent, in writing and in the native language of the parent, that, in accordance with law, the attendance compliance officer 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.~~

A parent will be issued a written notification in the native language of the parent, and the superintendent 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 ~~citation~~ notice by the district for the student's failure to attend school.

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.~~Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine.~~

~~**Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925. A student is considered out of compliance when they have more than eight unexcused one-half day absences or the equivalent in any four – week period in which school is in session. Additionally, a student may be excused for a period not to exceed 5 days in a term of three months or not to exceed 10 days in a six month period (additional excused absences will require a note from a health care professional). See below for excused absence reasons.**~~

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

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

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

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

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

Absence and Excuses

In order for an absence to be excused, within five days after ana absence, a student must bring a note signed by the parent that describes the reason for the absence or a parent must communicate the reason for the absence by phone, email, or Parentsquare.

1. **Excused Absences**: A student's absence from school or class may be excused under the following circumstances:
    a. Illness, including mental and behavioral health of the student;
    b. Illness of an immediate family member when the student's presence at home is necessary;
    c. Emergency situations that require the student's absence;
    d. 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 school days during the school year;
    e. Field trips and school-approved activities;
    f. Medical or dental appointments. Confirmation of appointments may be required;
    g. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.
2. **Prearranged Absences:** will be processed according to the following guidelines:
    a. Prearranged absences are limited to five (5) per semester.
    b. Prearranged absences in excess of five (5) consecutive school days will not be approved.
    c. The student's academic and attendance records are satisfactory.
    d. Prearranged absence requests are required for anticipated absences of three (3) days or more.
    e. Students are responsible for all missed course work.
    f. Students are required to submit prearranged absence forms to their teachers prior to approval and well in advance of the absence.
    g. School officials shall determine whether a prearranged absence is excused or unexcused.
3. **Extracurricular Absences:** School-sponsored or sanctioned activities are exempt from and will not be counted in the attendance policy.
4. **Unexcused Absences**: All other absences will be classified as unexcused absences. Examples of unexcused absences include oversleeping, skip days, hair appointments, job interviews, remaining at home to complete homework assignments, driving tests, work, etc.

Notification

1. **Parents must contact the school, by telephone or signed note, within 48 hours of student absence.** After 48 hours, the student absence will be classified as unexcused.
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 by the end of the school day.

    * The system will call the primary contact number listed in the student's records.

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 parent must notify the school and check their student out from the office if a student needs to leave during the school day. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The 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.

~~**ORS 339.065 Estimates of attendance: irregular attendance / excused absences**~~

~~(1) In estimating regular attendance for purposes of the compulsory attendance provisions or **ORS 339.005 (Definition for ORS 339.040 and 339.125) to 339.030 (Exemptions from compulsory school attendance), 339.040 (Attendance supervisors) to 339.125 (Contract for admission of nonresident pupils), 339.137 (Residency of student at youth care center), 339.420 (Child excused to receive religious instruction) and 339.990 (Penalties)**, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.~~

~~(2) An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.~~

~~(3) Any pupil may be excused from attendance by the district school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends. [1965 c.100 §281; 1973 c.728 §4; 1987 c.158 §57; 1993 c.45 §114]~~

Truancy

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

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

CAFETERIA

Winston-Dillard School District #116
NSLP Food Service Operating Procedures
(Implemented 7/1/22)

CIVIL RIGHTS COMPLAINT 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 $4.70 for a lunch and $2.84 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, PreK 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:
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."

CHECK OUT PROCEDURE
All students are required to check out with the front office before withdrawing from Winston Middle School. Students must be cleared by all classroom teachers and the front office before their departure.

CLOSED CAMPUS
Winston Middle School campus is CLOSED. Students are to remain on campus from the time they arrive in the morning until they leave after school in the afternoon. If students must leave, they are to report to the office and produce proof of the need to leave and their destination. Upon returning, students are to report to the office to obtain a pass back to class. Students are only allowed to leave if a parent or guardian makes such a request. Students will not be allowed to leave in the custody of anyone other than the parent or guardian unless written or verbal approval is provided by the parent or guardian.

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

COMMUNICABLE DISEASES
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 JHCC-AR - Communicable Diseases - Students. 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 ~~telephone~~ contact the nurse or principal so that other students who have been exposed to the disease can be alerted.

Parents with questions should contact the school office.

COMPUTER USE

As is outlined in Board Policy IIBGA – Electronic Communications System, ~~S~~students may be permitted to use the district's electronic communications system for school and instructional related activities. Personal use of district computers including Internet and email 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;
~~3~~4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
~~4~~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;
~~5~~6. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
~~6~~7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
~~7~~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.

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.

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 constitutions and statutes.

Students and staff at Winston Middle School are expected to treat each other with mutual respect and trust. The underlying principle in any code of conduct involves treating others as we want to be treated by others. In school, all behavior will be evaluated in light of what will best help further the education of all students. For these reasons we must agree on expectations for conduct while students are at school and/or school functions.

Our expectations are summed up by the acronym of **B.E.S.T**. **B**e safe, **E**ncourage everyone, **S**how respect, and **T**ake responsibility. All students and staff members are expected to live by these simple guidelines to promote a positive learning environment. Following the B.E.S.T. expectations constitutes having "citizenship" at Winston Middle School.

Cooperation, responsibility, and respect are keys to good conduct at WMS. Students and staff are expected to cooperate with each other, be responsible for their behavior, and respect other people and property.

~~Citizenship~~Good Standing

Students lose their ~~citizenship~~ good standing when they are issued a suspension or ~~three referrals in any nine-week period~~when issued certain multiple detentions as outlined in the discipline matrix. Students who lose their good standing will lose certain privileges for two weeks. Only students who maintain their ~~citizenship~~ good standing are allowed to attend school assemblies, non-curricular field trips, and after school activities. ~~Students who maintain their citizenship may go to lower playground during break, while those who do not have citizenship must remain on upper playground.~~ Students who ~~do not have citizenship at the beginning of a sports season, or who~~ lose ~~their citizenship~~good standing during a sports season must miss one game, and will then be on probation. Any subsequent referral will result in missing another game. If a student misses three games during the season due to ~~lack citizenship~~behavior, they will be dismissed from the team. Students on probation must remain under the direct supervision of their coach.

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

~~Students who lose their citizenship may earn it back by sustaining good citizenship for a nine-week period.~~

~~Students may earn their citizenship back early one time. One week after the initial loss of citizenship, students may have their loss of citizenship shortened one week for each week the following conditions are met:~~

1. ~~Make formal application to earn citizenship back early~~
2. ~~Make retribution as appropriate [apology, payment for damage, etc.]~~
3. ~~Maintain C's in all classes~~
4. ~~Maintain 92% attendance~~
5. ~~Have no subsequent referrals~~
6. ~~Perform community service as approved by the principal~~

Student Rights and Responsibilities

Student rights and responsibilities include, but are not limited to 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 their 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

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 or district-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, or may be referred to law enforcement officials or Oregon Department of Human Services for the following infractions, including but not limited to:

1. **Assault/Fighting** - Students involved in fighting or assault are subject to suspension and/or disciplinary action. Fighting can be defined as "mutual inappropriate physical aggression." Attempts will be made to determine whether a student is acting in self-defense, or is the aggressor, but usually

all participants will be disciplined. It is especially important to know that students who incite/encourage other students to fight are subject to disciplinary action. When appropriate, law enforcement will be contacted. Students who engage in fighting or assault are subject to disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year).

2. Cell Phones - For the protection of students and school security, student use of cell phones on campus is expressly prohibited. A phone is available at the front office for student to contact their parents or guardians. Staff members will confiscate all cell phones when they become aware of the device. **Cell phones will remain at the office until a parent or guardian comes to pick it up.**

3. Gambling -No form of gambling is permitted on school grounds.

4. Hazing, harassment, intimidation, bullying or menacing, as prohibited by Board policy JFCF/GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence and accompanying administrative regulation or cyberbullying, as prohibited by Board policy JFCFA/GBNAA – Cyberbullying.

5. **Illegal Substances** - Winston Middle School has a Zero Tolerance policy with regard to illegal substances. Students in possession of, using, selling, buying, or under the influence of any illegal substances are subject to immediate suspension and referral to the police and the Board of Education for disposition which may include legal prosecution and/or expulsion**.** Use, distribution or sale of tobacco products or inhalant delivery systems by all others on district property, in district vehicles or at district-sponsored events, on or off district premises, on all district grounds, including parking lots, is prohibited. Parents and students are reminded that it is now illegal in Oregon for anyone under the age of 18 to use or possess tobacco in any form; students with tobacco at school will be cited by the police as well as receive school administered consequences.

6. **Violent behavior or threats of violence or harm** as prohibited by Board policy JFCM - Threats of Violence.

7. **Disorderly conduct, false threats, and other activity causing disruption of the school environment; Bringing, possessing, concealing or using a weapon***** as prohibited by Board policy JFCJ - Weapons in the Schools; Weapons may not be brought to school except with prior approval for a school project and even then may not be transported on busses. This includes any item which the law declares may not be carried concealed on or about one's person. These include guns, nun-chucks, throwing stars, any explosive device, brass knuckles, fist packs or **any knives**. Keep in mind that anything which can be used to inflict bodily harm may be considered a dangerous or deadly weapon. Rarely are these items brought to school for any purpose other than to show them off or trade them for something; nevertheless, if students have any such item at school, they will receive disciplinary action from the school and may be cited by the police. Students in violation of this policy are subject to disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year.)

8. Non-Essential Items - Items not essential to the instructional program are **not allowed** at school. Examples include: permanent markers, cell phones, electronic devices, toys, hand-held computer games, and cameras. A restriction on these items not only helps preserve the educational atmosphere at school, but also protects students and families from loss or damage to personal property. It is never a good idea to bring valuable items to school. If you must bring something of significant value to school, ask a staff member to keep it secure for you. **Non-essential items will be confiscated, and remain at the office until a parent or guardian comes to pick it up**. Educationally essential items such as books, notebooks, and P.E. clothes should have the owner's name permanently written on them or in them.

9. Unauthorized Areas - Students may not be in any area where they cannot readily be seen by staff members or are too far way to be easily seen. Students in such areas are in an unauthorized area and are considered to be acting suspiciously or unsafely. These areas will be reviewed periodically with the principal and school counselor.

The computer lab is strictly forbidden for student use, unless students are directly supervised by a staff member. Failure to adhere to this directive may result in full loss of computer privileges.

10. **Vandalism/Malicious Mischief/Theft**, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students - including willful damage or injury to district property; or to private property on district premises or at district-sponsored activities.
11. **Sexual Harassment** as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation.
12. **Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol or drugs or other controlled substances, including drug paraphernalia** as prohibited by Board policies JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems.
13. **Obscene Language** - Use or display of profane of obscene language.
14. **Insubordination** - Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials.
15. **Disruption of the school environment.**
16. **Violation of district transportation rules.**
17. **Violation of law**, Board policy, administrative regulation, school or classroom rules.
18. **Discrimination** - The **All Students Belong** rule prohibits hate symbols, specifically three of the most recognizable symbols of hate—the swastika, the Confederate flag, and the noose. It requires districts to adopt and implement policies and procedures that prohibit the use or display of any symbols of hate, including at a minimum the noose, swastika, or Confederate flag in any program or school-sponsored activity except when used in teaching curriculum that is aligned with the Oregon State Standards.

WDSD recognizes that student health and safety are at the cornerstone of education and that 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, and without fear or hatred, racism or violence. All staff and leaders are also entitled to work in environments that are free from discrimination or harassment, and visitors should be able to participate in school activities without fear for their safety.

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 ~~18~~ 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful 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 .~~

SCHOOL DISCIPLINE POLICY / DUE PROCESS

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

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

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

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

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern 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 shall be reported to law enforcement when required by law.

No student will be subjected to corporal punishment.

Philosophy

- We believe that developing self-discipline is fundamental to success in school and life
- We believe that effective discipline is necessary to assure a safe and orderly learning environment
- We believe that violations of rules that are known and understood must be followed by consequences that are as fair as possible, immediate, and inescapable
- We believe that open communication between the school and the student's home is **vital** in accomplishing our goals

Implementation of Regulation

1. A staff in-service will be held at the beginning of each school year to review discipline system.
2. All students will be informed of the discipline system by the administration and school staff at the beginning of the year.
3. Inside each class greater clarification of the rules will be provided.
4. All rules will be fairly and equitably implemented.

All School Rules

1. Respect school personnel, peers, and property.
2. Be on time for your classes and live up to classroom expectations.
3. Keep your hands, feet, and other objects to yourself at all times.
4. Be in authorized areas only.
5. Wear appropriate clothing and bring only authorized items to school.
6. Conduct yourself in a manner consistent with the **B.E.S.T.** rules: **B**e Safe, **E**ncourage Everyone, **S**how Respect, and **T**ake Responsibility.

Staff Responsibilities

1. Follow the policies and procedures of the school discipline system.
2. Use the positive reinforcement plan to encourage desirable behavior.
3. Inform students in classrooms of expectations, including rules and consequences.
4. Keep parents and school officials informed of negative **and** positive student behaviors.

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

DISCIPLINE MATRIX

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Attendance Incidents					
Class Cut (Skipping)	A, M	A, M	A, N, O, B	A, B, O, Q or S	A, O, S, I, HH
Tardiness	K	A, M, KK	A, M, O, KK	A, B, F, O, Q	A, B, F, O, Q, HH
Truancy	A, M, KK	A, N, KK	A, O, Q or S, HH	A, O, Q or S, B	A, E, I, O, S or II, HH
Leaving Campus Without Permission	A, O, Q or S	A, O, Q or T	A, HH, O, Q or U	A, B, O, Q or U	A, B, O, Q or U
Leaving Class Without Permission	A, K	A, L	A, N or Q, O	A, B, O, Q or U	A, B, O, Q or U
Out of Assigned Area	J or K	A, L	A, M, O	A, O, Q or S, B	A, O, Q or S, B
Rule Violation Incidents					
Dress Code Violation	J or K	A, L	A, M, O	A, O, S	A, O, S
Cheating/Plagiarism	A, J	A, M, O	A, B, F, O, S	A, B, F, O, S	A, B, F, O, S
Detention – Unserved	A, M	A, M	A, O, Q or S	A, HH, O, Q or S	A, HH, O, Q or S
Electronic Devices (offensive/unlawful use or publication)	A, E, O, T or II, CC, HH	A, E, O, T or II, CC, HH	A, E, O, T or II, CC, HH	A, E, O, T or II, CC, HH	A, E, O, T or II, CC, HH
Cell Phone Violation	D	A, D, HH	A, D, M, O, HH	A, O, Q or S, HH	A, Q or S, O, CC
Disruptive Incidents					
Disruptive (Unruly) Behavior	K	A, M, F	A, B, M, H, O	A, O, Q or S, HH	A, F, O
Disruptive (Unruly) Play	K	A, M, F	A, B, M, O	A, O, Q or S, HH	A, F, O
Insubordination	A, O, Q or T	A, O, Q or T, HH	A, O, Q, II		
Defiance of Authority	K	A, M	A, B, H, O, Q or S	A, O, Q or T	A, O, Q or T
Profanity – Use of Insulting/Obscene Language	J, K	A, L	A, M, O	A, F, H, O, Q or S or T	A, F, H, O, Q or S or T
Profanity Directed Towards a Staff Member	A, O, T	A, O, U, H	A, HH, II		
Inciting a Disturbance	A, J or M	A, M, O	A, B, O, Q or S or T	A, HH, O	A, HH, O
Falsification/Misrepresentation (Lying, Forgery of Signature)	A, J or M, O	A, M or Q or S or T, O	A, M or Q or S or T, O	A, M or Q or S or T, O	A, M or Q or S or T, O
Disruption on Campus – Minor	A, F, J	A, F, M	A, O, Q or S or T	A, O, Q or S or T	A, O, Q or S or T
Disruption on Campus – Major	A, O, T	A, O, U, HH	A, U, II	A, U, II	A, U, II
Trespassing	A, E	A, E	A, E	A, E	A, E
Substance Abuse/Drug Incidents					
Over-the-Counter Medication – Unauthorized Use/Possession	A, D, J, HH	A, D, G, O, T, HH	A, D, O, R, U, HH	A, D, R, II	
Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, D, O, R, T, HH	A, D, G, O, R, U, HH	A, D, R, II		

The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

~~This page is left blank.~~

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Tobacco – Use/Possession/Sale/Transmittal	A, E, G, O, R, T, HH	A, E, R, O, U, HH	A, R, II		
Alcohol – Use/Possession/Under the Influence	A, E, G, O, R, HH, *II				
Drug – Possession/Use/Under the Influence	A, E, G, O, R, HH, *II				
Drug – Possession of Unauthorized Substance	A, E, G, O, R, HH, *II				
Alcohol – Sale/Attempted Sale/Transmittal	A, E, G, R, HH, II				
Drug Sale/Attempted Sale/Transmittal	A, E, G, R, HH, II				
Drug Paraphernalia - Possession	A, E, G, R, HH, II				
Acts Against Persons					
Bullying	A, B, C, D, E, O, T, HH, LL	A, B, C, D, E, O, U, HH, LL	A, E, HH, II		
Harassment	A, B, C, D, E, O, T, HH, LL	A, B, C, D, E, O, U, HH, LL	A, E, HH, II		
Sexual Harassment	A, B, C, D, E, O, T, HH, LL	A, B, C, D, E, O, U, HH, LL	A, E, HH, II		
Hazing	A, B, C, D, E, O, T, HH, LL	A, B, C, D, E, O, U, HH, LL	A, E, HH, II		
Cyberbullying	A, B, C, D, E, O, T, HH, LL	A, B, C, D, E, O, U, HH, LL	A, E, HH, II		
Fighting – Major (Mutual Combat)	A, E, O, T, KK, LL	A, E, O, U, CC, HH, KK, LL	A, E, HH, II		
Physical Altercation/Confronta-tion	A, M or Q or S or T, O	A, O, S or T, HH, LL	A, O, S or T, HH, LL		
Sexual Misconduct &/or Indecent Exposure	A, B, C, D, E, H, O, U, CC, HH, LL	A, E, HH, II			
Assault (Verbal)/Threat (Low level, non-criminal)	A, F or H, O, Q or S				
Assault/Threat (No harm or injury) – Medium Level	A, E, C, H, O, X, HH				
Assault/Threat – High/Serious Level	A, E, C, H, O, X, HH, II				
Assault (Causing Physical Harm)	A, EC, H, O, X, HH, II				
Property Incidents					
Theft	A, E, T, O, HH	A, E, HH, II			

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

~~This page is blank.~~

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Vandalism/Damage to Property	A, E, T, O, NN	A, E, HH, II			
Technology – Inappropriate Use (computers or networks)	A, T, O, HH	A, E, HH, II			
Technology – Illegal Use (computers or networks)	A, E, T, O, HH	A, E, HH, II			
Arson	A, E, HH, II				
Burglary – Unlawful breaking/entering into a school facility or property	A, E, HH, II				
Other Criminal Incidents					
Weapons – (Possession/Use/Transmittal)	A, E, HH, II				
Sexual Battery/Rape (Actual or Attempted)	A, E, HH, II				
Extortion	A, E, HH, II				
Bomb Threat (Placing)	A, E, HH, II				
Bomb Threat (False Reporting)	A, E, HH, II				
Robbery or Attempted Robbery	A, E, HH, II				
Robbery (Armed) or Attempted Armed Robbery	A, E, HH, II				

Documentation in Synergy 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.

*II - Recommendation for expulsion, up to a calendar year, sentence may be suspended to 25 school days on first offense, if student follows conditions of administrative contract. Non-agreement to participate in contractual agreement or violation of contract, leads to full sentence of expulsion being reinstated.

~~This page is blank.~~

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Bus Behavior Incidents					
Level One Violation: Eating/Drinking on bus. Failure to sit as assigned by bus driver.	A, DD	A, EE	A, FF, HH		
Level Two Violation: Disrupting, distracting, and disobeying the bus driver. Failure to utilize required safety equipment on the bus. Getting out of seat while bus is in motion, loud talking, and inappropriate remarks or spitting out the bus window at students, pedestrians, motorists.	A, EE	A, FF, HH	A, GG, KK		
Level Three Violation: Placing head, arms, and legs outside of the window. 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. Threats against the bus driver, and passengers on the bus. Profanity directed at the bus operator or bus attendant. Fighting, chewing tobacco, or smoking on the bus. Throwing objects out the bus window or at the bus. Vandalism of seats or other bus equipment.	A, FF, HH	A, GG, KK			

Action Legend - Administrative Consequences/Interventions

A. Parent Contact/Conference (Phone or Letter)
B. Collaborative Problem Solving/SST Referral
C. Threat Assessment
D. Confiscation (when applicable)
E. Referral to Law Enforcement/SRO
F. Referral to Guidance Counselor
G. Referral to Substance Abuse Case Manager
H. Referral to Behavioral Specialist
I. Referral to Truancy Officer
J. Verbal Warning Administrator
K. Verbal Warning Teacher
L. Detention (1)
M. Multiple Detentions (2-3)
N. Multiple Detentions (4-5)
O. Loss of Privilege
P. In-School Suspension (less than a day)
Q. In-School Suspension (1-4 days)*
R. Loss of Extra Curricular Activities
S. Out of School Suspension: 1-2 Day*
T. Out of School Suspension: 3-4 Day*
U. Out of School Suspension: 5-6 Days*
V. Out of School Suspension: 7-8 Days*
W. Out of School Suspension: 9-10 Days*
X. Out of School Suspension pending an investigation
Y. Driving Privileges Revoked – (1 month)
Z. Driving Privileges Revoked – (School Year)
AA. Consultation with Law Enforcement
BB. Consultation with Juvenile Department
CC. Mandatory Behavior Contract
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 per recommendation of school administration
HH. Mandatory Parent Meeting
II. Mandatory Recommendation for Expulsion
JJ. Mandatory Recommendation to ADAPT
KK. Letter sent home
LL. No Contact Order w/written Contract
MM. Loss of Credit
NN. Restitution of Damages

*All suspensions of one day or more result in the loss of citizenship for nine weeks

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

DISCIPLINE PROCEDURES

Classroom Infractions

A teacher will start with problem solving strategies and then progressively move toward larger punishments in order to help a student be successful in a class.

Consequences

1. Warning- a reminder of the infraction and a discussion of why the behavior is not acceptable
2. School Detention
3. A third School Detention- requires parent contact by the teacher. ~~Any three detentions in any nine-week period will result in a loss of citizenship.~~
4. Continued Infractions - will lead to out-of-school suspension or in-school-suspension

More serious infractions may result in an immediate behavioral referral and either in-school or out-of-school suspension. Examples include:

* Open Defiance
* Fighting/Assault
* Truancy/Skipping Class
* Malicious Mischief/Vandalism
* Theft
* Illegal Substances or Contraband
* Drugs/Alcohol/Tobacco
* Threats/Harassment
* Starting and Spreading Rumors
* Leaving Class w/o Permission
* Inappropriate Displays of Affection
* Repetitive Misconduct

Out of Class Infractions

These include:

* Being Out of Area
* Inappropriate Displays of Affection
* Disobeying School Rules
* Vandalism
* Disobedience of Authority
* Rumormongering
* Possession or Use of Drugs/Alcohol/Tobacco
*Threats/Harassment
* Vulgarity
* Fighting/Assault
* Contraband
* Theft
* Truancy/Skipping Class

Consequences

Immediate referral to the principal, who may use one or more of the following options:

* Confiscation of Property
* Loss of Citizenship
* Loss of Extra-Curricular Activities
* In School Suspension
* Out-of-School Suspension
* Loss of Locker Privileges
* Parent Conference
* Alternative Placement
* Friday School
* Referral to Law Enforcement Agency
* Referral to Superintendent for Expulsion

~~Detention~~

~~A student may be detained outside of school hours for not more than two hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.~~

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

~~Lunch~~ Detention

The lunch detention program enables teachers to assign detention time directly to the student for behaviors in the classroom which are repeated and persistent, yet are not serious enough to formally refer for to the Counselor or Principal. Rules and expectations will be set forth by the principal, but may include provisions that require that the student bring a book or study materials, or remain quiet during the entire lunch. School detention, In-School-Suspension, After-School Work Detention or Friday school may also be assigned if lunch detentions do not change the behavior.

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged. Any detention must not violate any law, policy or procedure related to restraint and seclusion.

Discipline of Students with Disabilities

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.

Expulsion

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

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

An expulsion shall not extend beyond one calendar year.

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

Suspension

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

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

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

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

~~An expulsion shall not extend beyond one calendar year.~~

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

~~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.~~

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

~~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.~~

CONFERENCES

Regular conferences are scheduled annually in the fall and winter 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 or request that the teacher call the parent to arrange a mutually convenient time.

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with district counselors, teachers, and building administrators to learn about the curriculum, course offerings, activities and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended and available courses for students. All students are encouraged to attend college, university or training school, or pursue some other advanced education, and should work closely with their counselor so that they may take the courses that may best prepare them for further education. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling

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

Consistent with individual rights and the counselor's obligations as a professional, the counseling relationship and resulting information may be protected as privileged communications by Oregon law.

CYBERBULLYING

The district prohibits any form of harassment, including harassment though electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

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

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

DANCES/SOCIAL EVENTS

Students who have ~~maintained their citizenship~~are in good standing are eligible to participate in dances and other social events. The rules of good conduct and grooming shall be observed for school dances and social events. Anyone leaving before the official end of the activity will not be readmitted. Students leaving before the end of the activity must have parental permission.

Participation of guests at Winston Middle School dances will be determined by the sponsoring organization. Students must make application for a guest to the office three days in advance of the dance. Guests will be limited to 6-8th grade students in good standing at their respective school. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will accept responsibility for the conduct of the guest.

DISPLAY of AFFECTION

Displays of affection are not appropriate at the middle school. Please keep your hands and feet to yourself.

~~DISTRIBUTION OF MATERIAL~~

~~All aspects of K-8 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law.~~

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

~~Materials not under the editorial control of the district may be subject to administrative review, restriction or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias.~~

~~Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.~~

~~All requests for materials distribution require approval of the administration.~~

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

~~If material is not approved within 48 hours of the time that it was submitted, it must be considered denied.~~

~~A denial may be appealed to the superintendent. If the material is not approved by the superintendent within three days it will not be considered approved. A decision reached by the superintendent may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint.~~

DRESS AND GROOMING

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

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

The following standards have been established to assist in preparing students for learning and future endeavors:

1. Clothing with suggestive or questionable language, that promotes violence, or that advertises or promotes drugs, alcohol, or tobacco is not permitted.
2. Clothing must be free of words and images which are put-downs, have a negative connotation, or may be offensive to others.
3. Halter tops, backless tops, tops which are see-through or revealing, have spaghetti straps, have large arm holes, or expose the stomach/midriff or undergarments are not allowed.
4. Shorts, skirts and dresses must be mid-thigh/fingertip length.
5. Bottoms with holes in them will be treated the same as dresses or skirts. Holes that can be seen through must be below mid-thigh/finger-tip length.
6. No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing (including bandanas), jewelry, emblem, badge or any other such symbol, evidencing gang membership or affiliation.
7. State law requires that shoes be worn at all times.
8. Except for special dress-up days, head apparel (hats, hoods, beanies, etc.) and sunglasses are not to be worn at school.
9. No wallet chains, neck chains, long key chains or spiked accessories are allowed on campus.
10. Masks and face paint are not allowed.

If a student is dressed inappropriately, he or she will be required to change clothing and may face further disciplinary action. Persistent violations of the dress code will be considered willful disobedience and handled accordingly.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco products and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Student 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 ~~has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to~~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 counseling office for information on district and community resources available to assist students in need.

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

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

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

At least two drills on earthquakes ~~and two drills for safety threats for students~~ will be conducted each year for students in a l l grades ~~K-12~~. Drills and instruction on earthquake emergencies shall include the response procedure known as "drop, cover, and hold on."
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 and evacuation and other actions to take when there is a threat to safety.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm 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 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.

EMERGENCY SCHOOL CLOSING INFORMATION

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

Families will be notified via Parentsquare of any Emergency Closure Information.

EXCHANGE STUDENTS

The school may enroll a number of students from other nations from those exchange programs officially recognized by the Board.

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 1, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 1.

Exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

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 the school has to offer.

Interested students should contact the office for additional information.

Extra/Co-Curricular Policy and Drug Testing Program Regarding Tobacco, Alcohol & Illegal Drugs

The use of tobacco/alcohol/prescription medication used in a manner inconsistent with the prescription, or non-prescribed or illegal drugs is prohibited. No student involved in extra-curricular, co-curricular and district-sponsored activities shall knowingly possess, use, sell, supply or be under the influence of alcohol, a tobacco product, performance enhancing drug, inhalants, or controlled substance of any kind. This policy shall be in effect 24 hours a day, from the first summer date of the OSAA calendar following completion of sixth grade, to the final day of his or her senior year.

“Co-curricular” activities are those which take place during the school day and are associated with a curricular program.

“Extra-curricular” activities are those which take place outside the school day and are not associated with a curricular program.

Students choosing to participate in extra-curricular, co-curricular and district-sponsored activities are prohibited from knowingly attending or remaining at events where individuals are engaged in breaking the law by possessing, using, delivering, and/or selling alcohol, marijuana, performance enhancing substances, using prescription medication in a manner not prescribed, or illegal substances. These events include, but are not limited to parties and group gatherings. It is the student’s responsibility to immediately remove himself/herself from the party or group gathering as soon as the student becomes aware alcohol, marijuana, performing enhancing substances or illegal substances are being possessed, used, delivered, or sold in violation of the laws of the State of Oregon. The Winston-Dillard School District recognizes a student cannot be responsible for the misbehavior of other individuals; however, it is the student’s responsibility to avoid associating with individuals engaging in illegal activities. Students found in violation of this policy by knowingly attending or remaining at such an event will be subject to sanction under existing district programs and treated as a first, second, or third offense depending on any previous violations of the athletic policies.

A student will not be held accountable for attending a gathering or party in the presence of their parent or other legal guardian under the following circumstances:

1. If the complaint is the minor used alcohol, the student can show that their parent or guardian consented to the consumption, consistent with the provisions of ORS 471.430(1).
2. If the complaint is that the minor was around other individuals that broke the law by consuming alcohol, the student can show that their parent or guardian consented to the student's attendance at the gathering and was physically present at the event.

Winston Middle School believes that student safety is paramount in building positive extra-curricular, co-curricular and district-sponsored activities. All students involved in extra-curricular, co-curricular and district-sponsored activities may be tested for alcohol, drugs, illegal substances, or the use of performance enhancing substances. This includes all students involved in UVL/OMEA competitions, school plays, WEB Leaders, and other possible activities.

Students who participate in extra-curricular, co-curricular and district-sponsored activities may be tested at the start of the season, (Fall, Winter, Spring or near the beginning of the year if the group is active all year) and may be subject to testing at least one more time during the season. These tests will be urine analysis' that will be administered by administrators and/or their designees. Failure to comply with a UA at the assigned time will result in the student forfeiting the right to participate in practice or games/events during that season. Tests will be administered in the respective locker rooms or the school-based health center. Sample containers will be labeled before a participant takes possession of it. After completion, each participant will bring the container to the test administrator who will follow a designated testing protocol to ensure accurate results. Parents will always be contacted if their child has a positive result on any test.

Any attempt to falsify the urine analysis test will be considered a failed test and the student will be subject to consequences outlined below. Anyone attempting to aid a student in falsifying a test will be subject to discipline under the student conduct section of district policy (JFC).

First Offense:
1. Two calendar week suspension from participation in all athletic games, activities and competitions (must attend all practice sessions). Suspensions will begin on the first official contest or performance date.
2. Mandatory meetings will take place between the student, legal guardian or parent, and the school counselor initiated by the legal guardian. Completion of the counselor's recommendation is required. Failure to comply with the recommendation after the first offense may be punished as if the student committed a second offense.
3. Submit to drug testing at any time during the remainder of the season.

Second Offense:
1. Full suspension from all activities for the remainder of the season or 45 days, whichever is longer. The term of suspension will be 45 calendar days for groups that are active all year.
2. Mandatory meetings shall take place between the student, legal guardian or parent, and the school counselor, initiated by the legal guardian and completion of the counselor's recommendation. Failure to comply with the recommendation after the first offense may be punished as if the student committed a third offense.
3. Submit to drug testing at any time during the remainder of the season/year.

Third Offense:

1. Full suspension from all extra-curricular, co-curricular and district-sponsored activities for the remainder of the school year and the following year. Students may participate in following years with the approval of the Principal, Athletic Director, and the students Counselor.

Violations occurring during the summer will have the following consequences: The athlete/participant must complete the consequences during the season of the sport/activity they were involved in when the offense occurred.

This policy shall be in effect 24 hours a day, from the first summer date of the OSAA calendar following the completion of the student's sixth grade year, to the final day of his or her senior year, and includes any school sponsored activity outside the school year (ie. summer camps, competitions or events).

FEES, FINES AND CHARGES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide 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. Instrumental rental and uniform maintenance;
8. Student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Fees for use of towels provided by the district for P.E. classes or athletics;
12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities.
15. Registration fees

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

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

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

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

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

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 during the school, year by reciting *The Pledge of Allegiance*.

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

FUNDRAISING

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 treasurer serves as the student government representative in administration of student activity funds.

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing (including bandanas), jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

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

GRADE REDUCTION/CREDIT DENIAL

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

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

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

Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. 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 also strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

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

Individuals may also be referred to law enforcement officials.

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

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

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

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

"Teen dating violence" means:

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

"Domestic violence" means abuse by one or more of the following acts between family and/or household members:

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

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

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

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

The principal will take reports and conduct a prompt investigation of any reported acts of hazing harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence. 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 - shall immediately report their concerns to the employee position title who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of Board policy JFCF or feels they have been subjected to an act of hazing, harassment, intimidation or bullying, menacing, or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy, is encouraged to immediately report concerns to the ~~[employee position title]~~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 incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

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 or bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to the 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 ~~employee positon title~~principal will arrange such meetings as may be necessary with all concerned parties within five working 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 ~~employee position title~~]principal conducting the investigation shall notify the person making the report within 10 working days of receipt of the information or report, and parents as appropriate, in writing when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the 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 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 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 10 working days following completion of the hearing.

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, 915 Second 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 hazing, harassment, intimidation or bullying, menacing or cyberbullying, or incidents of teen dating violence and documentation will be maintained as a confidential file in the district office.

Board Policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student is available at www.wdsd.org.

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

~~HOMELESS STUDENTS~~

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

~~Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Ryan Chandler, the district's liaison for homeless students at 679-3000.~~

HOMEWORK and HOMEWORK REQUESTS

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.

When a student is absent, their parent should call the office for make-up work. Please allow 24 hours for teachers to prepare these. Assignments for absences of less than three days may be made up on the student's return.

IMMUNIZATION

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

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as 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.

INFECTION CONTROL~~/HIV, HBV AND AIDS~~ AND BLOODBORNE PATHOGENS[1]

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.

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

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

~~HIV, HBV, AIDS – Students~~

~~A student infected with HIV[1], HBV, or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV, or AIDS condition diagnosis to the district.~~

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

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

---

[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)

Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. 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 the instructional program required by Oregon law by contacting the principal for additional information and procedures.

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

INSURANCE

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

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

LOCAL WELLNESS

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

LOCKERS

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

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

~~LOCAL WELLNESS~~

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

LOST AND FOUND

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

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

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

MEAL PROGRAM

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

Due to the presence of federally funded meal programs, outside food deliveries are not permitted.

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

MEDIA ACCESS TO STUDENTS

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

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

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

MEDIA CENTER

The school library is called the Media Center because the services available there are no longer limited to checking out books. Many other services are available in the Media Center including computers, recordings, television services, and other means for information gathering and dispersal. The Media Center is open for student use daily from 7:20 a.m.- 3:30 pm. Students who wish to use the Media Center during class hours must have a pass from their classroom teacher.

Students may have two library books checked out at a time. Library books may be kept for up to two weeks. Other materials may be checked out overnight and are due prior to the first class period the following day. Students will be notified of overdue materials and are expected to return them immediately. Replacement costs for lost or damaged materials must be paid.

MEDICATIONS**

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication themselves, 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, or a need to manage hyperglycemia, 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.

District-Administered Medication

Requests 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 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, trained personnel, designated by the district may administer epinephrine, glucagon, or other medications to a student as prescribed and/or allowed by Oregon law.

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine pen 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.

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, and either a 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 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, 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.

PARENTAL INVOLVEMENT

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The WMS newsletter published quarterly, "Open House" nights in the fall and spring and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the principal.
4. Participate in district parent organizations. The activities are varied, ranging from promotion 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 family;
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 to the parent or guardian, a. 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 ~~will be given to the parent or guardian~~.

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 nonemergency, 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.

~~PHYSICAL EXAMINATIONS~~

~~Students in grades 7 through 12 must have an examination performed by a physician prior to practice and competition in athletics and shall additionally have an examination once every two years and after either a significant illness or a major surgery prior to further participation.~~

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

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

~~Students shall not participate without a completed school sports preparticipation examination form on file with the district.~~

PEDICULOSIS (HEAD LICE)

A student with a suspected case of lice ~~shall~~ may be referred to the school nurse or administrator for ~~an assessment~~a screening. The screening will be done in a confidential manner by trained personnel. ~~A student found with live lice or nits (lice eggs) will be excluded from school attendance. A student excluded from school will be readmitted after an assessment by designated personnel to confirm no live lice or nits are present, and may be subject to periodic checks.~~

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.

PERSONAL ELECTRONIC DEVICES~~ AND SOCIAL MEDIA~~

~~Students will not use personal electronic devices during the school day. A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.~~Student possession or 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[2]. 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[3];
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;
3. A written exemption provided for the student based on a request received in administrative regulation JFCEB-AR Request for Personal Electronic Device Exception. School administration will respond to such a request with 10 school days.

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

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

---

[2] Personal electronic devices that can make calls, send texts, or access the internet via cellular data are restricted. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds.

[3] JFCEB-AR must be submitted to the building administrator, along with a copy of the order.

~~Students permitted to possess a personal electronic device are prohibited from using the device on during class time. Personal electronic devices brought to school may be used for approved classroom or instructional related activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.~~

~~The district will not be liable for personal electronic devices brought to district property. The district will not be liable for information or comments posted by students on social media websites.~~

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

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

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.

PROGRAM EXEMPTIONS

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

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

~~All such requests should be directed to the principal by the parent in writing and include the reason for the request and a proposed alternative.~~

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 (teachers, counselors, special services staff, and assessment specialist, in concert with school principals), such exceptions are in the best educational interest of the students involved. Exceptions shall only be made after prior notification and explanation to and discussion with the student's parents, but the final decision for academic placement shall rest with principals.

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 or other documentation, assessment, portfolio or 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 assessments as deemed appropriate.
~~A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Students who receive failing grades in two or more core classes (Language Arts, Literacy, Social Studies, Math and Science) will be considered by the Student Services Team for retention in their current grade level. Individual progress in state-wide testing will also be used to determine promotion.~~

~~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 the building principal.~~

~~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.Students are to ALWAYS check in and out through the front office. Students not properly checking out will be considered truant. A student will not be released to any person without the approval of their parent or as otherwise provided by law.

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.

~~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. Students are to ALWAYS check in and out through the front office. Students not properly checking out will be considered truant. A student will not be released to any person without the approval of their parent or as otherwise provided by law.~~
REPORTS TO STUDENT AND PARENTS
Parents are encouraged to monitor their student's progress using ParentVue. Grades are regularly posted, and open communication with teachers is desired. Written reports of student absences and grades shall be issued to parents of their student's progress toward achieving the academic content standards. Letter grades will be used. Grades will be based on many factors including assignments (both oral and written) class participation, special assignments, research activities and other identified criteria.

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

Student progress in academics is evaluated each nine weeks. Report cards are mailed home at the end of each nine-week period. Parents and students are encouraged to monitor academic progress as grading periods progress.

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 the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued.

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 parent or guardians of the student with 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 with 24 hours that provides:
    a. A description of the restraint or seclusion including:
        1. The date of the restraint or seclusion;
        2. The times of 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 that were attempted;
    d. The names of staff who administered the restraint or seclusion;
    e. A description of the training status of the staff 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.

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

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

A documented debriefing must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. 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 to the superintendent within 24 hours of the incident, to the Superintendent of Public Instruction and, if applicable, to the union representative for the affected person.

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.

~~REPORTS TO STUDENT AND PARENTS~~

~~Parents are encouraged to monitor their student's progress using ParentVue. Grades are regularly posted, and open communication with teachers is desired. Written reports of student absences and grades shall be issued to parents of their student's progress toward achieving the academic content standards. Letter grades will be used. Grades will be based on many factors including assignments (both oral and written) class participation, special assignments, research activities and other identified criteria.~~

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

~~Student progress in academics and citizenship is evaluated each nine weeks. Report cards are mailed home at the end of each nine-week period. Parents and students are encouraged to monitor academic progress as grading periods progress.~~

SCHOOL SPORTS PARTICIPATION

A student participating in extracurricular sports in grades 7 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination prior to their initial participation in a related district program. The form is to be completed and signed by a parent or guardian giving permission for the student to participate and signed by a medical provider authorized by law who has examined and evaluated the student. The completed form(s) must be returned to the school office.

A student who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion will not be allowed to participate in any athletic event or training on that day, unless an athletic trainer licensed by the Board of Athletic Trainers or a physician licensed pursuant to ORS 677.100-677.228 has determined the student has not suffered a concussion. Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion;
2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion; and
3. The student has received a medical release form from a health care professional.

A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a sports examination once every two years, thereafter.

SEARCHES

Searches

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

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

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

Questioning

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

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is conducting an investigation of a report of child abuse on school premises, the investigator may exclude district personnel from the investigation and district personnel are not allowed to notify any person, including the child's parents or guardian, other than the department or law enforcement agency and any school employee necessary to enable the investigation, of an investigation described in this paragraph nad may not disclose any information obtained during the investigation.~~questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.~~

SPECIAL PROGRAMS

Bilingual Students (English Language Learners)

The school provides special programs for bilingual students (English language learners). A student or parent with questions about these programs should contact the Superintendent of Schools at 679-3000 ext. 210.

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.

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the building principal or Superintendent of Schools.

STUDENT/PARENT COMPLAINTS

Discrimination Complaints

Any person, including students, staff, visitors, parents and third parties may file a complaint of discrimination. The person with a complaint regarding possible discrimination on any basis protected by law should contact the 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.

~~A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact the principal.~~

~~The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.~~

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.

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

"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[4], 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[5], 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.

~~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.~~

~~The district prohibits the use or display of any symbols of hate on school property, or in an education program except when 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.~~

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 within 30 days at any step or within 90 days of the initial filing of a written complaint with the district (whichever occurs first), any complainant may appeal direct to the Deputy Superintendent of Public Instruction.

Instructional Materials Complaints

Concerns and complaints regarding instructional materials from~~by~~ students or parents ~~about instructional materials should be directed to the principal~~should be handled in accordance with Board policy IIA – Instructional Materials and associated administrative regulations. Should the student or parent, following initial efforts at informal resolution of the ~~complaint~~concern, desire to file a formal complaint, a Request for Reconsideration of Instructional or Library Materials Form is available in IIA-AR(5) and ~~"Challenge Request for Instructional Materials"~~ may be requested from the school office. ~~The principal will be available to assist in the completion of such forms as requested.~~

[4] The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under ORS 163.191

[5] "School property" means any property under the control of the district.

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

~~All Challenge Request forms must be signed by the complainant and filed with the superintendent. A review committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.~~

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

Placement/Enrollment of Students Experiencing Houselessness 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 with 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 navigating housing instability.

Public Complaints
Board members recognize that complaints about schools may be voiced by employees, students, parents of students who attend a school in the district, and persons who reside in the district. When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be made to the superintendent.

A person may initiate a complaint by filing a written complaint with the principal. That principal shall attempt to resolve the complaint within 10 working days of initiation of the complaint with the principal. If the complainant is dissatisfied, the complainant may file a written complaint with the superintendent within 10 working days of the decision from the principal. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved after 10 working days of receipt of the complaint by the superintendent, the complainant may appeal to the Board. A written complaint referred to the Board may be considered at the next regularly scheduled or special Board meeting. A final written decision regarding the complaint shall be made by the Board within 20 days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The timelines may be extended upon written agreement between the district the complainant.

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Complaints against the principal should be filed in writing with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the request to place the complaint on a Board meeting agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair in writing on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred in writing to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair should be made in writing directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

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

The district's final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and the complaint is not resolved through the complaint process above, the complainant may file an appeal 1 to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023.
See WDSD Policy KL – Public Complaints.~~,~~.
~~To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org .~~

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

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

Sexual conduct by district employees, contractors[6], agents[7], and volunteers[8] is prohibited and will not be tolerated. All district employees, contractors, agents, ~~and~~ volunteers, and students[9] are subject to Board policy JHFF/GBNAA – Reporting Requirements Regarding Sexual Conduct with Students.

"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 sexual advances or requests for sexual favors directed toward the student or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance or of creating an intimidating or hostile educational environment. "Sexual conduct" does not include touching or other physical contact 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; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

"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 designated {[10]}licensed administrator and alternate licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for each school building 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 Winston Middle School is the principal. In the event this person is the suspected perpetrator, the superintendent shall receive the report. When the principal/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.

---

[6] "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.
[7] "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.
[8] "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.
[9] Student conduct only meets the definition of sexual conduct if the student is also an employee, contractor, agent, or volunteer.

{[10] ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, in the event the designated licensed administrator is the alleged perpetrator, who are designated to receive reports of sexual conduct for a school building in the respective school building. A licensed administrator is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

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.

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 building principal or to Craig Anderson, secondary special education coordinator.

Students with Sexual Harassment Complaints
The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment. The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.
~~See WDSD Policy JBA/GBN~~

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

General Procedures
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 definitions in multiple complaint procedures (AC-Nondiscrimination and Civil Rights and JBA/GBN – Sexual Harassment), ~~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{[11]}.

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.

Federal Law (Title IX) Sexual Harassment Complaint Procedure
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.

Talented and Gifted (TAG) Programs and Services Complaints
Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should follow the complaint procedures outlined by Board Policy IGBB – Talented and Gifted Program and/or Services, which refer to IGBB-AR Complaints Regarding the Talented and Gifted Program and/or Services.

The complainant may file an appeal with the Superintendent if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging violation of standards with the district. A copy of the OAR will be provided upon request.~~complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for~~

{[11] Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and ~~Reporting Requirements for~~ Suspected Sexual Conduct with Students and Reporting Requirements (Board policy GBNAA/JHFF)}

~~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. An appropriate copy of the OAR will be provided upon request.~~

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

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 directly related to a student and 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 JOA – Directory Information. Information considered directory information is included under Directory Information Selection and Acknowledgement or Receipt of Handbook (pg. 1) and includes the student's name, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received. 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 place of birth~~;
4. Name of parent/guardian;
5. Date of entry into the school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. ~~Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.~~

Providing a student's social security number is voluntary ~~and will be included as part of the student's permanent record only as provided by the eligible student or parent~~. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

~~Memory~~ In accordance with federal law, 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.

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age, unless the district is provided evidence that there is a court order 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 (if 18 years of age or older), may inspect and review education records during regular district hours.~~A parent or student may request to view or receive a copy of student records in accordance with Board policy JO/IGBAB – Education Records/Records of Students with disabilities.

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 record 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. Records requested by a public charter school or district to determine the student's placement may not be withheld.

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, 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 by contacting the office.

STUDENT EXPERIENCING HOUSELESSNESS**

The district provides full and equal opportunity to students experiencing houselessness 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 Dave Welker, the district's liaison for homeless students.

See Placement and Enrollment of Students Experiencing Houselessness Complaints.

STUDENT PUBLICATIONS AND MATERIALS

All aspects of K-8 school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completely under the supervision of the teacher and principal. Student may be required to submit such publications to the administration for approval. On occasion, materials such as leaflets, newsletters, cartoons, and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and free expression in an academic community. Materials may be reviewed by the administrator or may be restricted or prohibited pursuant to legitimate educational concerns in accordance with Board policy IB – Freedom of Expression and IGDB – Student Publications K-8.

School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law and in accordance with Board policy IB – Freedom of Expression.

Other written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property without the approval of the administration in compliance with board policy.

Other materials not under the editorial control of the district may be subject to administrative review, restriction, or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias.

Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district will not be allowed. All requests for such materials distribution require approval of the administration. The district may designate the time, place, and manner for distribution. If material is not approved with 48 hours of the time that it was submitted, it must be considered denied.

A denial may be appealed to the superintendent. If the material is not approved by the superintendent within three days, it will not be considered approved. A decision reached by the superintendent may be appealed to the Board under established district procedures.

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

SUICIDE PREVENTION

The district publishes the required Student Suicide Prevention plan in accordance with law. The minimum requirements for the plan are published in Board policy JHH – Student Suicide Prevention. The plan is available upon request from the district office , from any school office and is published on the district website. ~~In accordance with Oregon Senate Bill 52 (Adi's Act) and WDSD policy JHH, the district has developed a comprehensive student suicide prevention plan for students in kindergarten through grade 12. It is available online and at the district's main office.~~ The plan can be viewed or downloaded at: ~~https://w~~ https://files.smartsites.parentsquare.com/11650/wdsd_suicide_prevention_plan.pdf~~ww.wdsd.org/files/user/2/file/WDSD_Suicide_Prevention_Plan.pdf~~

SURVEILLANCE CAMERAS

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

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students

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 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 or ethnically diverse;
    b. Students experiencing disability;
    c. Students who are culturally 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.

~~Students will be identified based on:~~

~~Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged;~~

~~Behavioral, learning and/or performance information;~~

~~A nationally standardized mental ability test for assistance in the identification of intellectually gifted students;~~

~~A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics on] the Smarter Balanced Assessment for assistance in identifying academically talented students.~~

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

TAG Appeals

If a parent is dissatisfied with the identification process or placement of their student, they may submit an appeal through the accompanying administrative regulation, IGBBA-AR - Appeal Procedure for Talented and Gifted Student Identification and Placement**.

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

~~Informal Process:~~

~~1. The parent(s) will contact the school TAG coordinator to request reconsideration;~~

~~2. The coordinator/teacher will confer or meet with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, within five working days of the request. At this time, information pertinent to the selection or placement will be shared.~~

~~3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.~~

~~Formal Process:~~

~~1. The parent shall submit a written request for reconsideration of the identification/placement to the program supervisor, within five working days of the conference identified in the informal process.~~

~~2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator.~~

~~3. The TAG coordinator/teacher and other appropriate administrators shall review the student's file and earlier decisions within 10 working days of the original request presented in the previous step. Additional data may be gathered to support or change the earlier decision. The parent may be provided an opportunity to review school/district data and present additional evidence. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures.~~

~~4. A decision will be made by the program supervisor within 20 working days after receipt of the written request for reconsideration from the parent. The parent shall be notified of the decision in writing and the decision shall be forwarded to the superintendent.~~

~~5. The decision may be appealed to the Board.~~

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

~~6. If the parent is still dissatisfied, they may file an appeal to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OARs upon request.~~

Programs and Services

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

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

TECHNOLOGY USE POLICY

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of the district's system.

1. Prohibitions

The following conduct is strictly prohibited:

a. Attempts to use the district's system for:
   (1) Unauthorized solicitation of funds;
   (2) Distribution of chain letters;
   (3) Unauthorized sale or purchase of merchandise and services;
   (4) Collection of signatures;
   (5) Membership drives;
   (6) Transmission of any materials regarding political campaigns;
   (7) Chat rooms or messaging sites.

b. Attempts to upload, download, use, reproduce or distribute information, data, software, or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;

c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;

d. Attempts to evade, change or exceed resource quotas or disk usage quotas;

e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
   (1) Harmful to minors;
   (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
   (3) A product or service not permitted to minors by law;
   (4) Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
   (5) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
   (6) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.

f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;

g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory

information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;

h. Attempts to arrange student meetings with anyone on the district's system, unless authorized by the system coordinator or teacher and with prior parent approval;

i. Attempts to use the district's name in external communication forums such as chat rooms without prior district authorization;

j. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access.

Violations/Consequences

1. Students
   a. Students who violate 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.
   b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
   c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

TELEPHONES

When a student needs to contact his or her home, he or she should obtain a pass and use the student phone at the office. Messages from parents or guardians will be relayed to students only when necessary. Every effort will be made to avoid disruption of classes.

TEXTBOOKS

Textbooks are provided in many classes. In some classes students will be assigned their own textbooks for which they are responsible and which must be returned at the end of the year. In some classes we are only able to provide a classroom set for use in class. **It is the responsibility of all students to maintain their books in reasonable condition and to pay for any loss or damage.**

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 up to and including expulsion, and may be subject to civil or criminal liability. The district official shall notify the parent or guardian when their student is in violation of this policy and the disciplinary action imposed.

The threat of serious harm to public school students is serious. Students who make serious threats of violence will be taken at their word, and addressed accordingly. This will likely involve police intervention.

TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS

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

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

TRANSCRIPT EVALUATION

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

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 service 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.

Disciplinary Procedures for Violations of Transportation Rules

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

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.

2. Second Citation: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor, and the principal.~~The student is suspended from the bus for 3 – 5 days.~~

3. Third Citation of the Year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by [the transportation supervisor], has been held with the student, the parent, the bus driver, [the transportation supervisor,] and the principal. At this time, a behavior contract will be made with the student, and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.~~The student receives up to a 30-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.~~

4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by ~~[~~the transportation supervisor~~]~~, involving the student, the bus driver, ~~[~~the transportation supervisor~~]~~, the parent and the principal.

~~5.~~ In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's 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.

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

VEHICLES/BICYCLES/SKATE BOARDS ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district.

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, long boards, rollerblades, scooters or similar devices on district grounds is prohibited. Skateboards, long boards, rollerblades, scooters or similar devices will be confiscated by school authorities and placed in the office for parents to retrieve.

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

VISITORS

Parents and other visitors ~~are encouraged to~~may visit district schools after scheduling such visits with the principal~~.~~. 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. Visitors are **required** to wear Visitor Passes.
Adults in the school might become aware of confidential information. For the protection of student rights, we ask you to respect that confidentiality. We are specifically concerned with privacy of the following issues: **1) Grades, performance, and achievement. 2) Individual health or family issues. 3) Discipline and behavioral issues.**

Parents are welcome to join us for lunch. Please see the above Cafeteria section for meal pricing.

Middle school age students may be allowed to visit our school if:

1. The visit has an educational purpose.
2. The visitor's school is not in session.
3. The host student must request a visitor clearance form from the office and complete it for the visiting student. **This must be approved and signed by the principal, as well as the office, and must be completed at least 24 hours in advance.**
4. A host student is responsible for any and all disciplinary infractions of their guest.
5. Teachers may refuse guests in their classrooms for any reason.
6. Students from other grade levels are NOT permitted to visit Winston Middle School.