

## 2025-2026 School Year

# Neah-Kah-Nie Middle School

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Rockaway Beach, OR 97136  
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Ashley Atwood	Counselor
Angie Douma	Reading Specialist
Marie Giani	Head Secretary
Emily Massey	Asst. Secretary
Thomas Nugent	Custodian
William Grimes	Custodian
Jennifer Lawrence	Head Cook

### Teachers

Fred Bayouth  
Ruben Bitts  
Emily Sargent  
Will Crook  
Salena Clifton  
Tyler Curtis  
Stacey Dills  
Katie Green

### Support Staff

Kathryn Harmon	Sharon Finlay
Joseph Reed	Jodie McVay
Jay Rocca	
Nicole Hummel	
Kelly Wiley	
Taylor Winder	
Russell Zaugg	

## RESPONSIBLE

We think before we act.

## ATHLETIC/ACADEMIC

We are actively involved.

## INTENSE

We are focused.

## DETERMINED

We fight for what we believe.

## ENTHUSIASTIC

We are spirited.

## RELIABLE

We are trustworthy.

### School Mission Statement

**“We strive to be a model Middle School in the state of Oregon. Using a student centered Middle School Model to create a safe, positive learning environment where students become life-long learners through relevant, challenging and engaging academics.”**

### District Mission Statement

**“The Neah-Kah-Nie School Community is committed to providing a quality education in a safe learning environment, both in curricular and extracurricular activities, for the development of lifelong skills, preparing each individual for the challenges that lie ahead.”**

### DISCLOSURES

*It is the policy of the Neah-Kah-Nie School District #56 not to discriminate on the basis of race, color, national origin, gender, disability, age, religion, marital status, changes in marital status, pregnancy, parenthood, veteran's status, veteran's disability, or political affiliation in admission/access to, or treatment/employment in its programs or activities. This notice is made to students, parents/guardians, community members, applicants for admission and employment, employees, professional organizations holding collective bargaining or professional agreements with the NKN School District, and suppliers of goods and services. This policy is in compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 as amended, 40 Title IX of the Educational Amendments of 1972 as amended, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975 as amended. Inquiries or complaints regarding compliance with these regulations may be directed to:*

**Dr. Tyler Reed,**  
**Superintendent**  
**(503) 355-2222**

**Lori Dilbeck,**  
**Principal**  
**(503) 355-2990**

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## **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 at the school website, <https://nknsd.org>.

**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. Notification may be provided when appropriate.**

Neah-Kah-Nie School District does not discriminate 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 these legal requirements and may be contacted at the district office for additional information and/or compliance issues: Dr. Tyler Reed, Superintendent or Ericka Keefauver, Special Services Director. Procedure for filing a complaint can be found on the district's home page at <https://nknsd.org>.

**The district's nondiscrimination and civil rights policy and grievance procedures can be located at [nknsd.org](https://nknsd.org).**

**To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [nknsd.org](https://nknsd.org).**

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences for 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.

## **ALTERNATE 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. Homeschooling shall not be used as an alternative education program placement.

The district will not provide alternative education programs for students expelled from another district for a violation of applicable state or federal weapons laws.

### **In-District Alternative Education Programs**

Examples of alternative education program options are not limited to, but include:

1. Evening classes;
2. Tutorial instruction;
3. Small group instruction;
4. Professional technical programs;
5. Work experience;
6. Instructional activities provided by other accredited institutions;
7. Community services;
8. Independent study;
9. Expanded Options Program;
10. Others; as approved by the district.

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

### **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 or designee.

"Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals;
2. Criteria for enrollment;
3. Proposed budget;
4. Staffing;
5. Location;
6. Assurance of nondiscrimination.

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the principal or district office for additional information on submitting proposals, the evaluation, and approval process.

### **Notification of Alternative Education**

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 benefitting from the educational program. "Erratic attendance" means the student is frequently absent to the degree that the student is not benefiting from the education program as determined by the district;
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. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation for the student based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

The district will not provide alternative education programs for students expelled from another district for violations of applicable state or federal weapon laws.

### **ANNOUNCEMENTS**

A weekly bulletin will be read during advisory classes. Announcements are posted on the district website at [www.nknsd.org](http://www.nknsd.org).

### **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 annually opt out of taking 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.

## 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 entire school term.

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

The Neah-Kah-Nie School District believes that regular school attendance is essential for a student's success in school. Attendance is an area we are focusing on in order to improve student achievement and ensure all students at Neah-Kah-Nie Schools have the opportunity to maximize their potential. We want to partner with you to make sure all students are as successful as possible. Students with strong attendance are more likely to succeed in school and in future employment. Chronic absenteeism is a primary cause of poor academic achievement and is defined as missing at least 10 percent of days in a school year for any reason, including excused and unexcused absences. Days missed can have an accumulating effect on your child by the time they graduate.

When your child is not in school, they miss out on learning and being a part of our school community. If it is a concern getting your child to school, please contact the school office for support.

### Absence Responsibilities

- The parent shall call or email the school for any absence.
- The classroom teacher is responsible for maintaining and reporting accurate student attendance records to satisfy district requirements and to record that all students have arrived safely at school.
- The school principal will be responsible for assessing and acting upon parental requests for students to be excused. The principal has the authority to excuse students for absences due to illness, educational/occupational interviews, bereavement or serious illness in the family, inclement weather, religious instruction, or emergencies. Physicians, psychiatrists, psychologists, dentists, and similar professionals may request permission for students' excused absences.
- A student who is excused must still fulfill the school's requirements by asking for makeup work, completing the work, and turning it in within 3 school days.
- Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone, or by another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

### Attendance Protocols

If the school identifies a student as chronically absent, the attendance committee will monitor and utilize trauma-informed interventions to identify the issue and offer support to the family. The progression is typical as follows, with individualized interventions deemed appropriate by the attendance committee:

1. Daily phone calls on days of unexcused absences by the attendance secretary
2. Positive staff connection via a phone call with family
3. Nudge Letter-the purpose of this letter is to make families aware of the number of absences if they are approaching a chronic level

4. Principal or FRC connects with family to see if there is anything we can help with
5. Letter 1- To inform parents of missed school and the impact of absenteeism
6. Letter 2- To inform parents of missed school and that there has been a referral made to Northwest Regional Attendance Service Team to have them offer assistance to improve your student's attendance.

ORS 581-023-0006(4), (6) requires school districts to withdraw from the school's active enrollment, any student who is absent for ten (10) consecutive full days. Students who are withdrawn will lose access to their Neah Kah Nle School District network account, email, etc.

We do understand that students need to miss some days of school for health or personal reasons. Contact the school office at 503-355-2990 for any absences as soon as you know they will be absent.

### **Absences and Excuses:**

In order for an absence to be excused, **When returning to school within five days** after an absence, **a student must check in with the office and bring a note signed by the parent that describes the reason for the absence.** **a student must bring a note signed by the parent that describes the reason for the absence.**

A student's absence from school or class will be excused under the following circumstances:

1. Illness, including mental and behavioral health of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situation that requires the student's absence;
4. Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
5. Field trips and school-approved activities;
6. Medical or dental appointments. Confirmation of appointment(s) may be required
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

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

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

A student, who must leave school during the day, **or must have a parent visit the office to pick up the student.** A student who becomes ill during the school day should, with the teacher's permission, report to the **school nurse** office. The **school nurse**, or **designated staff** will decide whether **or not** the student should be sent home and will notify the student's parent, as appropriate.

**A student who is absent from school longer than four (4) or more days because of an illness, will need to bring a doctor's note excusing the student from school during that time.**

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.



A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

### **BUS PASSES**

A note or phone call from a parent is required to obtain a bus pass. Passes may be obtained in the middle school office. See Transportation Rules.

### **CAFETERIA**

Our cafeteria is a clean, friendly place. Please follow these rules during your meal: Line up in a single file line. No cuts. Use restaurant voices. Pick up your trash and trays All trays must be returned to the cafeteria. Display good table manners. Pay attention to directions of all staff. Eat only from your own tray. Deposits for student meal accounts must be paid in the middle school office by check or cash before school, at break or lunchtime. You can also use [www.mymealtime.com](http://www.mymealtime.com) to upload funds electronically.

### **CELL PHONES AND TECHNOLOGY DEVICES**

We recognize that parents provide their children with cell phones and smartwatches for safety reasons. Therefore, we understand that students will bring their cell phones and/or smartwatch to school.

Students may use cell phones/smartwatches on the bus, to and from school. Upon arriving at school, cell phones/smartwatches must remain turned off and stowed away in their locker during the school day, including breakfast and lunch.

Students are not to call, text, or message their family members during the school day. If students need to reach a member of their family, they can use one of the phones in the main office. Office staff will put you in contact with your child in case of emergency.

Parents can help us enforce this policy by not texting their children and calling or answering their calls during the day.

Students may not photograph, take videos, or make recordings of any staff members or other students in and outside the building.

In an effort to enforce this policy, we will implement the following consequences:

- If a phone rings during class, the student will be reminded of the policy and instructed to turn off the phone and place it in their locker.
- Students with consistent cell phone usage during the school day will have to turn their phone/smartwatch into the office each morning and parents will be contacted.

### **COMMUNICABLE DISEASES**

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the Communicable Disease Guidance published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law. A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative

regulation GBEB-AR – Communicable Diseases – in Schools. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to telephone contact the school 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**

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals.

The district's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) 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 online activities of students are monitored; 4. Access by students to inappropriate matters on the Internet and World Wide Web is denied; 5. Procedures are in place to help ensure the safety and security of students when using email, chat rooms and other forms of direct electronic communications; 6. Unauthorized access, including so-called "hacking" and other unlawful activities by students online, is prohibited; 7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited; 8. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system. Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

### **Information Technology System Network Usage Agreement System Access**

A. Access to the district's system is authorized to students with parent approval and when under the direct supervision of staff, and district volunteers, district contractors or other

members of the public as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials.

B. Additionally, use of district-owned computers and equipment may be permitted only when such use does not violate the provisions of applicable.

C. Each student will be provided with a district email account that corresponds to a network user ID. (John Doe, graduating in 2012, would log in the network as johnd12 and his email would be johnd12@nknsd.org.) District e-mail is to be used for school related communications with staff, other students, and outside sources as approved by a NKN staff member. Appropriate use of district email, prohibitions, guidelines and etiquette, and consequences for violation are governed by the Information Technology System Network Usage Agreement. Use of district email is allowed only if the student has submitted a signed copy of the Network Usage Agreement and has been granted Internet access. District email access can be revoked for any student who violates the Network Usage Agreement, or for any inappropriate use of the e-mail system as determined by the district.

### **General Use Prohibitions/Guidelines/Etiquette**

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.

#### **A. Prohibitions**

The following conduct is strictly prohibited:

1. Attempts to use the district's system for:
  - a. Unauthorized solicitation of funds;
  - b. Distribution of chain letters;
  - c. Unauthorized sale or purchase of merchandise or services;
  - d. Collection of signatures;
  - e. Membership drives;
  - f. Transmission of any materials regarding political campaigns;
  - g. Any action which interferes with the proper function of the system or impinges on other users' ability to use the system;
  - h. Unauthorized attempts to modify technology equipment and/or software; and or
  - i. Unauthorized attempts to download and/or install software or programs of any nature.
2. Attempts to upload, download, use, reproduce or distribute information, data or software on the district's system in violation of copyright law or applicable provisions of use or license agreements.
3. 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. This prohibition includes attempts to gain unauthorized access to restricted information, networks, or other users' accounts or files;
4. Attempts to send, intentionally access or download any file or picture or engage in any communication that includes material which may be interpreted as:
  - a. Harmful to minors;

- b. Obscene or child pornography as defined by law or indecent, vulgar, profane, or lewd, as determined by the district;
- c. A product or service not permitted to minors by law;
- d. Harassment, intimidation, menacing, threatening or insulting or fighting words, the very expression of which injures or harasses others;
- e. Material that, either because of its content or the manner of distribution, will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
- f. Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violating any law, rule, regulation, Board policy and/or administrative regulation.

5. 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;

6. 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;

7. Attempts to arrange student meetings with anyone at any time, unless authorized by the system coordinator or teacher and with prior parent approval;

8. Use of the district's name without prior authorization.

9. Attempts to access a different user account and/or password other than the one authorized to you; failing to provide the district with individual passwords; or accessing restricted information, resources, or networks to which the user has not been granted access.

#### B. Guidelines/Etiquette System users will:

- 1. Adhere to the same standards for communicating on-line that are expected in the classroom and consistent with Board policy and administrative regulations.
- 2. Streaming media should be minimized to protect bandwidth for other system users, and used only for the time it takes to complete the academic task.
- 3. Take pride in communications. Check spelling and grammar.
- 4. Respect the privacy of others and not read the mail or files of others without permission.
- 5. Cite all quotes, references and sources.
- 6. Protect password confidentiality. Passwords are the property of the district and are not to be shared with others. Using another user's account or password, or allowing such access by another, may be permitted with supervising teacher or system coordinator approval only.
- 7. Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.

### C. Violations/Consequences

1. The system administrator may deny access to the network at any time as required.
2. 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.
3. Violations of law will be reported to law enforcement officials.
4. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedure.

## 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. This includes immediate reporting of unsafe or harmful situations.

### 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, and/or may be referred to law enforcement officials or Oregon Department of Human Services for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence[, as prohibited by Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Student, and accompanying administrative regulation;
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE/GBNAB - Reporting of Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm, as prohibited by Board policy JFCM - Threats of Violence;
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing, or using a weapon as prohibited by Board policy JFCJ - Weapons in Schools;
8. Vandalism, malicious mischief, and theft, as prohibited by Board policies ECAB – Vandalism, Malicious Mischief, or Theft and JFCB - Care of District Property by Students] including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
9. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;

10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, 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;
11. Use or display of profane or obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school, or classroom rules.

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

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

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful 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.

### **Student Rights and Responsibilities**

Students 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 for executing 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 educational records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

### **Detention**

A student may be detained outside of school hours for a disciplinary reason, 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.

### **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.

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

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the expulsion is required by law. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. 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, midterm and unit examinations without an academic penalty.

### **Consequence Definitions**

1. Lunch detention (lunch) – occurs during lunch and is handled by a staff member.

2. In-School suspension (ISS) - all or part of a day that is spent in a designated location at school/in office.
3. Out-of school suspension (OSS) - a temporary exclusion from regular class. Students are NOT allowed on campus and CANNOT attend school sponsored events for the duration of the suspension.
4. Expulsion - up to one calendar year.

**\*The administration reserves the right to use discretion in assigning consequences for behavior infractions as needed.**

## **CONFERENCES**

Student Led Conferences are scheduled annually in the fall and spring to review student progress.

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

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

## **COUNSELING**

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

The counseling program is based on the national school counseling model developed by the American School Counseling Association. Counselors provide limited one-on-one counseling, assisting with solving problems around class situations, relationships with classmates, or any other issues or concerns that may affect a student's ability to do well in school. Counselors also provide groups for students with similar academic, personal, or social issues. In addition, counselors are available as resources for parents who have concerns. If students wish to see a counselor, they can go to the counselor's office or the main office for an appointment request slip. If the student's needs extend beyond the scope of a school counselor, the counselor will refer to a Licensed Professional Counselor or Licensed Clinical Social Worker.

## **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. If the cost is \$50 or more, the district will notify the student and parent. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines and Charges.

## **DANCES**

From time to time during the school year, Middle School dances will be held at the school under sponsorship of the Leadership Class. The following regulations will be in effect at all dances:

1. Evening dances will begin at 6:00 PM and end at 7:45 8:00PM
2. Dances are for 7<sup>th</sup> and 8<sup>th</sup> grade students only. 6<sup>th</sup> grade students are invited to attend the End-of-the-Year Dance, which will occur during the last trimester.
3. Once students are admitted to the dance, they will be expected to remain in the building. If a student leaves the building, he/she they will not be re-admitted.



4. No one will be permitted in after 6:30 PM unless arrangements are made through the Middle School office.
5. Middle School dances are for Neah-Kah-Nie Middle School students **only**. High school students and students from other schools will not be admitted.
6. Parents should arrange to pick up their students promptly at 7:45 8:00 PM.
7. Students must have 90% attendance for the 30 school days prior to the event.
8. Students with 3 or more unexcused absences during that period may be ineligible to attend.
9. Students must attend the entire school day on the day of the dance to be eligible to participate.
10. Students in detention situations or those that have had behavior problems in the weeks prior to the dance may not be invited to attend dances unless special permission is granted by the Middle School Principal or designee.
11. Admission to the dance will be by Sand Dollars and/or admission fee.

### **DISCIPLINE/DUE PROCESS**

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

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

Discipline in the district is based upon a philosophy designed to produce 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 depending on the nature of the offense and without bias. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

### **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, the student's parents will be notified immediately (within 24 hours) of the circumstances of 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 student with a disability 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.

## **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 are expected to dress appropriately and modestly for school and all school sponsored activities and events. The daily clothing/attire should be conducive toward an educational environment and should not be disruptive of school operations and the educational process. 1. Clothing or other adornments which promote weapons/violence/alcohol/tobacco/drugs, or have offensive/profane pictures or sayings are not permitted. 2. Clothing must cover the back and the front of the student, exposed undergarments are not acceptable. 3. Clothing should promote modesty and safety while students are engaged in physical activity.

## **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. Students in violation of the district's policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since Drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to will maintain a drug-free educational environment.

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

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

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

## **E-MAIL PROTOCOLS**

### **I. Username**

Each student's username will consist of first name, last initial, and 2-digit class year. For example, George Washington, graduating in 2016, would be "georgew16". The new username will be for both the network login and e-mail.

### **II. PASSWORD SECURITY**

A student who is logging in for the first time, will enter a username as stated above the password will be their 6-digit student number. Students can change their password by holding the CTRL ALT and Delete Keys at the same time and choosing the change password option from the dropdown menu. Numbers, capital letters and auxiliary characters are not required for the password but can be used. The password cannot be the same as the username.

Choose your password with great care. Choose something that you will remember but not something that can be easily guessed. Because it is the same password for email, which can be accessed from home or anywhere else, it is of much greater importance for security than it has ever been in our district. Do not tell anyone else your password. Just like when a cell-phone camera picture or a text message is sent to someone else, once your password is known by someone else, you have no control over how far it can spread. Imagine the damage that can be done if someone else can access your email. You will be held responsible for all activity on your account.

### **III. EMAIL RESPONSIBILITIES**

#### **Purpose of the system**

The student e-mail system has been set up to simulate communication within a professional organization. While students may not use email much on a personal basis to communicate with their friends, the e-mail system is used world-wide within offices and organizations as a primary means of communication, and it will continue to be so for many years to come. It is important for students to

understand this system, the ways that it can benefit them, and the dangers and responsibilities that go along with it. The system also greatly increases communication between staff and students and allows for possibilities that have never been available before.

#### **Acceptable Use**

At NKN, the student e-mail system may be used for communication from staff to students (groups or individuals), from students to staff, from students to other students, and between students and those outside the NKN system. Because of the open nature of the system, it is vitally important that all users involved be safe, responsible, respectful, and professional in all communications. The system is to be used for school-related communications only. Examples would be communications regarding class work, club activities, athletics, scholarship contacts, etc. What is acceptable will ultimately be determined by the NKN staff.

#### **Non-acceptable Use**

The system is not to be used for personal communications, either to other students or to or from those outside the NKN system. Please use your own methods of communication for those purposes. Do not give your NKN e-mail address out to anybody outside the NKN school district, unless it is for school-related purposes. Some non-school related purposes would be using your NKN email for Facebook, Instagram, SnapChat, entering it on a website for commercial purposes, or adding it to email lists or subscriptions. Email communications should never contain statements or language that is not acceptable to be spoken aloud at NKN. This includes bullying or threatening, either directly (to a person) or indirectly (about a person), inappropriate language, or any other content that is inappropriate to be spoken aloud. **Consequences**

Students violating these policies may have their email privileges revoked, in addition to normal school discipline outlined in the student handbook. All guidelines and consequences outlined in the Network User Agreement apply.

#### **Reporting Abuse**

If you are aware of abuses to the e-mail system or become a victim of bullying, threatening, or inappropriate communications via the e-mail system, it is important to report this type of behavior so that appropriate action can be taken. You can report abuses discreetly to any NKN staff member.

#### **IV. EMAIL LOGIN**

Student e-mail can be accessed on the web through the district website. The link can be found on the left side panel of the web page. Notice the separate links for staff e-mail and student e-mail. Clicking on the student e-mail link will take you to the login window. Students should use the same username and password as they do to log into the computer. If the computer password is changed, the email password will change along with it.

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

- (1) Instruction on fire, earthquake, safety threats, and drills on emergency procedures including fire, earthquake tsunami dangers, and drills shall be conducted for students at least 30 minutes each school month in accordance with the requirements of law.
- (2) Fire drills will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year.
- (3) At least three drills on earthquakes that include tsunami drills will be conducted each year. Drills and instruction on tsunami hazard earthquake emergencies will shall include the response procedure known as “drop, cover and hold on.” Drills and instruction on tsunami hazard emergencies will include immediate evacuation after an earthquake when appropriate

or after a tsunami warning. immediate evacuation after an earthquake when appropriate or after a tsunami warning.

- (4) At least two drills on safety threats will be conducted each year for students in all grades. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.
- (5) A map of the fire and/or tsunami hazard escape routes to be followed is posted near classroom doorways and reviewed with the students.

When the fire alarm or tsunami warning is sounded, students must follow the directions 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 expeditiously 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 that are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, cancellation of events and early dismissal of students. Parents may access more information by signing up for Nixle Alerts by texting your zip code to 888777, or the district may communicate via local news, the district website at nknsd.org, phone and/or email blasts.

## **FAMILY RESOURCE CENTER**

The Family Resource Center (FRC) at Neah-Kah-Nie Middle School is part of our school district's goals to encourage family, school and community partnerships. We believe that through collaboration, the support will be in place to help each student flourish. The FRC, located within the MS library, has parenting materials, information to connect families with community services, social services, and other resources. Our center can help with school supplies, hygiene products, clothing, applications for the Oregon Health Plan, Northwest Oregon Housing Authority (NOHA information), and employment, as well as snacks and emergency food boxes, plus a variety of other needs. Please contact the school office, or counselor for more information.

## **FLAG SALUTE**

Students shall receive instruction in respect for the national flag and will be provided an opportunity to salute the United States flag at least once a week by reciting The Pledge of Allegiance. Individual students who do not participate in the salute must maintain a respectful silence during the salute.

## **GRADES**

Written reports of student grades will be issued to parents each trimester, informing parents of their student's progress toward meeting or exceeding grade level academic content standards. Progress reports will be provided every six weeks as a means to keep parents informed as the trimester progresses. Parents will receive reports on their student's absences. Parents will be notified of student benchmarks, as appropriate. Letter Grades will be based on many factors, including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria. Parents may request weekly progress reports and access to "ParentVUE" (an electronic monitoring system) by contacting the school office.

## **HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBER-BULLYING, MENACING, TEEN DATING VIOLENCE, DOMESTIC VIOLENCE**

Hazing, harassment, intimidation, bullying, menacing, cyber-bullying or teen dating violence, by students, staff, or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation, bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is 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. (i.e., personal servitude; sexual stimulation/sexual assault; forced consumption of any drink, alcoholic beverage, drug, or controlled substance; forced exposure to the elements; forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes,

or permits another to be subject to wearing or carrying any obscene or physically burdensome article; or assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

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

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

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, 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;
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 act of, including but not limited to, hazing, harassment, intimidation, bullying, menacing, teen dating violence, and acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting of or participation in the investigation of, hazing, harassment, intimidation, bullying, menacing, teen dating violence, and acts of cyberbullying, or retaliation.

The principal will take reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence. 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, 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 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, bullying[, menacing], acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to [employee position title]. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

Step 2 The principal receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The principal will arrange such meetings as may be necessary with all concerned parties within five 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 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.

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

Step 3 If the 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, bullying, menacing, cyberbullying, or incidents of teen dating violence, and documentation will be maintained as a confidential file in the district office.

## **IMMUNIZATION AND SCHOOL SPORTS PARTICIPATION**

### **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for 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 parent or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

### **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 prior to participating in practice and/or games to the school office.

A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation.

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.

## **INFECTION CONTROL AND BLOODBORNE PATHOGENS**

The risk of exposure to body fluids due to casual contact in the school environment is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for bloodborne pathogens.

## **INJURED AT SCHOOL**

If you are injured while participating in any school activity or during school hours, let a staff member know immediately. The staff member will administer first aid, or send you to the office for first aid. Your parent/guardian will be contacted in regard to medical treatment. Accident reports must be completed for all school injuries.

## **LIBRARY/MEDIA CENTER**

The Media Center will be open for students during snack and lunch, and after school until 4:00 p.m.

### **Checkout Policy**

Students can check out up to 4 books at one time. Overdue fines accrued (5 cents per school day) can be paid or worked off by organizing and cleaning library materials. Students with overdue books, lost books, or fines will be limited to one checkout until their accounts are cleared. In cases of multiple materials overdue, fines, and lost materials, checkout privileges will be revoked until all overdue materials have been returned.

### **Library Rules**

1. The library is a food and drink free zone.
2. One person on a chair at one time.
3. Walk and whisper in the library.
4. Clean up after yourself; place books you have been looking at on the black carts by the circulation desks, tuck in your chairs, and throw away your garbage.

## **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 that no item, which is prohibited on district premises, is present. This includes 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.

## **LOST AND FOUND**

Located outside the middle school office. Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of the month. Loss or suspected theft of personal or district property should be reported to the school office. The district will not be responsible for the loss of, or damage to, personal property within the lost and found.

## **MEDICATIONS**

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to 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 hypoglycemia, asthma, or diabetes.

Students may be permitted to take medication and/or self-medicate at school, 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**

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

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

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer non-prescription or prescription 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 by a parent or guardian. 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 healthcare 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 auto injectable epinephrine pen be kept at a reasonable, secured location in the student's classroom.

#### **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 dosages: in these situations, the student may carry one package. Sharing or borrowing non-prescription 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.

#### **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.

#### **Pre Measured 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 person believes, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

### **PARENTAL RIGHTS**

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

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

A student's personal information (name, address, phone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior

notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any 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.

### **POSITIVE BEHAVIOR & INSTRUCTIONAL SUPPORTS (P.B.I.S.)**

Neah-Kah-Nie students & staff support the program called P.B.I.S. NKN has several positive behavior supports in place to encourage our students to be respectful, responsible, and safe, which they are taught in classroom instruction, in the hallways, and during assemblies.

Positive behavior supports that we have in place to encourage our students to be respectful, responsible and safe are:

**Sand Dollars:** Students earn this card by being "caught" being safe, responsible or respectful. They can then go to the Sand Dollar Cart, where they can be turned in for various prizes.

**Good News Postcards:** Staff members acknowledge students by sending notes home to their parents.

**Students of the Month:** Staff members nominate two students per month who show safe, respectful, and responsible behavior. Students are recognized at monthly assemblies.

EXPECTATION	CLASSROOM	NON-CLASSROOM	ASSEMBLY
BE SAFE	<ul style="list-style-type: none"> <li>● Follow the school rules</li> <li>● Keep hands, feet &amp; objects to yourself</li> <li>● Teacher dismisses you, not the bell</li> <li>● Listen, eye contact</li> </ul>	<ul style="list-style-type: none"> <li>● Follow the school rules</li> <li>● Keep hands, feet &amp; objects to yourself</li> <li>● Walk and follow the rules of the road</li> <li>● Report unsafe situations</li> <li>● Respect self and others</li> <li>● Use respectful speaking voice and language</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands, feet &amp; objects to yourself</li> <li>● Enter and exit MPR quietly</li> <li>● Be polite and respectful to presenters</li> <li>● Listen</li> </ul>
BE RESPECTFUL	<ul style="list-style-type: none"> <li>● In seat when bell rings</li> <li>● Follow directions</li> <li>● Be prepared and be on time</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up after yourself</li> <li>● Respect facilities/property</li> <li>● Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>● Participate appropriately</li> </ul>

BE RESPONSIBLE	<ul style="list-style-type: none"> <li>● Bring supplies to class every day</li> <li>● Only leave classroom with a hall pass</li> </ul>	<ul style="list-style-type: none"> <li>● Be prepared and be on time</li> <li>● Learn and use problem solving skills</li> <li>● Know the school rules</li> </ul>	<ul style="list-style-type: none"> <li>● Engage in activity</li> </ul>
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### **PUBLIC DISPLAYS OF AFFECTION**

Only hand-holding is permitted on campus. Kissing, embracing, and other inappropriate touching are not permitted on campus.

### **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 parents or guardians of the student the following:

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

3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.
4. An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.
5. A district Restraint and/or Seclusion Incident Report Form must be completed and copies provided to those attending the debriefing meeting for review and comment.
6. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion. The parent or guardian of the student must be invited to attend the meeting, and the meeting will include staff members involved in the intervention must be included in the meeting and any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student. The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.
  1. 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 Department of Human Services DHS within 24 hours of the incident.
7. 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, and to the union representative for the affected person, if applicable.
8. 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.

## **RELEASE OF STUDENTS FROM SCHOOL**

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

## **SCHOOL HOURS**

Office Hours are 7:30-4:00

School Hours are: 8:45-3:45.

## **STUDENT/PARENT COMPLAINTS**

### **Discrimination Complaints**

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

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.

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

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

The district prohibits the use or display of any symbols of hate on school property, 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.

### **Instructional Materials Complaints**

Concerns and complaints regarding instructional materials from students or parents about instructional materials should be directed to the principal. should be handled in accordance with Board policy ILA - Instructional Materials and associated administrative regulations. Should the student or parent, following initial efforts at informal resolution of the concern, desire to file a formal complaint, a Request for Instructional Material Form is available in ILA-AR (5) and may be requested from the school office. the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a “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.

All Challenge Request forms must be signed by the complainant and filed with the superintendent. A review committee, 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.

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

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school’s written decision in accordance 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 in homeless situations.

### **Public Complaints**

A staff member, student, parent, or guardian of a student attending school in the district or person who resides in the district may petition the district with a complaint. A complainant will be referred through the proper administrative process for resolution of a complaint before investigation or action by the Board. An exception will be a complaint against the superintendent or one that involves Board actions



or Board operations. The complaint procedure is available at the district's administrative office and on the home page of the district's website. The Board advises that there is a process available for resolving complaints, including but not limited to a complaints in one or more of the following areas:

1. Instruction
2. Discipline;
3. Learning materials
4. Compliance with State Standards
5. Restraint and/or seclusion
6. With a staff member; or
7. 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.

The complainant must follow the complaint procedure as outlined in administrative regulation KL-AR - Public Complaint Procedure.

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

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear charges against employees in a session open to the public unless an employee requests an open session.

Complaints against the principal should be filed with the superintendent. (See KL-AR(1) – Public Complaint Procedure)

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure) Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure)

Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure)

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 superintendent will develop and administer the complaint process, as appropriate.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 to 339.383 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal the district's final decision to the Deputy Superintendent of Public Instruction under OARs 581-002-0001 – 581-002-0023 (See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction).

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

Principals and the superintendent have responsibility for investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

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

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

Step 2: The district official receiving the information or complaint shall promptly initiate an investigation. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing, when the investigation is concluded. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3: If the complainant is not satisfied with the decision at Step 2, 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 complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

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

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent. Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under OAR Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board chair.

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

## **STUDENT SEARCHES**

### **Searches**

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

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

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

District 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. 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 school rule may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

### **Questioning of Students**

If a law enforcement official is allowed to question or meet with 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 questioning a child whom the investigating agent believes may have been a victim of abuse of a child, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

## **TALENTED AND GIFTED PROGRAM**

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

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

1. 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

2. Behavioral, learning and/or performance information
3. A nationally standardized mental ability test for assistance in identifying the identification of intellectually gifted students
4. A nationally standardized academic achievement test of reading or mathematics the Smarter Balanced Assessment for assistance in identifying academically talented students or Smarter Balanced or other state adopted assessments.

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

### **Appeals**

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

Coordinate with Board policy IGBBA – Identification – Talented and Gifted Students and accompanying administrative regulation.

### **Informal Process**

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

### **TARDY POLICY**

A student who is tardy to school should go to the middle school office to receive an admit slip.

### **THREATS**

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass or intimidate another. Additionally, false threats to damage school property will not be tolerated. Students in violation of the district's Board policy JFCM – Threats of Violence will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

### **TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS**

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

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

tobacco cessation products 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 USFDA approved tobacco products or other therapy products marketed and sold solely for the approved purpose.

## **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 passersby;
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 Violation 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: Initial warning, parents contacted.
2. Second Citation: Second warning, conference at parent or driver's request.
3. Third Citation of the Year: 2 day suspension from riding bus, conference required with driver, parent, supervisor and principal before riding privileges are restored.
4. Fourth Citation: 5 day suspension from riding bus, conference/hearing with superintendent before riding privileges are restored.
5. Fifth Citation: Suspension from riding buses for a period of no less than 18 weeks. 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 students with disabilities.

## APPENDIX A

### ATHLETIC/ACTIVITIES CODE

Neah-Kah-Nie School District #56 is proud of its athletic and activity programs. Our coaches, teachers, advisors and administrators expect students to apply themselves to their academics, to have good attendance records, to be neat and clean in appearance, and to behave appropriately at all times. The faculty, coaching staff, and administration consider interscholastic athletics and activities to be an important extension of the school day. In order to enhance the overall athletic program for all participants, specific rules are provided which create particular athlete-coach expectations and allow for greater consistency in the administration of the athletic program.

#### **General Rules**

- 1) Team sports are: football, basketball, and volleyball. Individual sports are: cross country, wrestling, and track.
- 2) Sixth grade students **may try out** for team sports. Players will be evaluated by the coaching staff to determine their skill level and their worthiness of making the 7th or 8th grade team. Seventh and Eighth grade students will be guaranteed to make the teams and will have participation opportunities.
- 3) The policy shall be in effect 24 hours a day from the first day of practice through the last contest in that sport or activity.
- 4) Participants will ride to and from any event held at another school on school provided transportation. A student may ride with their own parent or guardian **ONLY** if it has been pre-arranged with the coach. (This is usually done only on the trip home.) If a student rides home with another player's parent, a change in transportation form must be completed prior to the trip. Students may not ride home with older siblings.
- 5) Students must attend the **entire school day** to participate in practices or competitions on that day. Pre-approved excused absences (such as medical appointments) may be considered with documentation.
- 6) Students who are chronically absent (missing more than 10% of school days) may be temporarily suspended from athletic participation until regular attendance improves.
- 7) All students must be covered by insurance **before** being allowed to practice or compete in an athletic event.
- 8) All students must have a physical examination by a certified medical doctor on the prescribed OSAA physical form every two years.
- 9) All paperwork (permission form, physical, and insurance) must be on file in the office before the first practice.
- 10) Students are expected to attend school first period in the morning after a school sponsored event. Any extracurricular participation accompanied by a tendency toward tardiness will require a meeting with the Athletic Director, any advisor or teachers involved, and a parent to discuss further participation. Students missing a calendar day of school prior to a contest are not permitted to participate in that day's contest.

#### **Academic Eligibility**

All Middle School students are academically eligible for participation in athletics at the beginning of the academic year, regardless of their status from the preceding year.

Athletic eligibility will be determined on a weekly basis throughout the season. If student academic standing is unacceptable in any classes, he/she is ineligible for the next week. He/she will be placed on probation and with the approval of teachers and coaches may practice, but may not participate in any interscholastic contests. Eligibility will be turned in on Thursday, and those on probation will be notified Friday by the athletic director. Probation period will be the following Monday through Friday. Note:

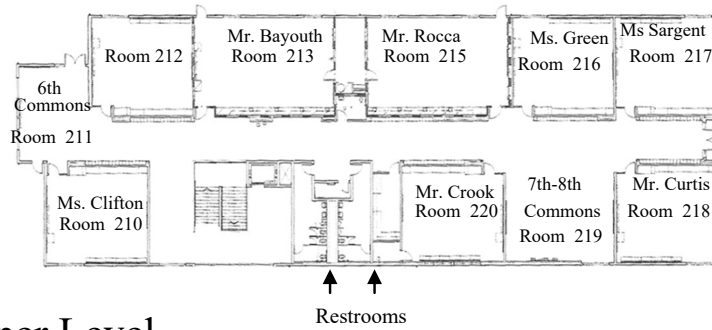
Teachers, coaches, and administrators reserve the right to limit participation based on unacceptable behavior and/or academic standing.

Should the same student, in the judgment of the administration and staff, fail to show reasonable academic progress during his/her initial probation period, he/she will become ineligible for the next week. During this probation period, the student may not participate in practices or contests to allow them more time to raise their grades. If at the end of the second week of probation, the student still has not made adequate progress, a meeting will be scheduled with the parent and student to determine the student's future athletic status.

At the end of a twelve-week grading period, a student must be passing (D or better) all courses. If the student fails to pass the required courses, he/she will become ineligible for 14 calendar days of extracurricular participation. After the 14 days have passed, the student must obtain written permission from any teachers who failed them and present this information to the administration, who will review and sign it to be presented to the coach. The student will then go back on a weekly basis for eligibility.

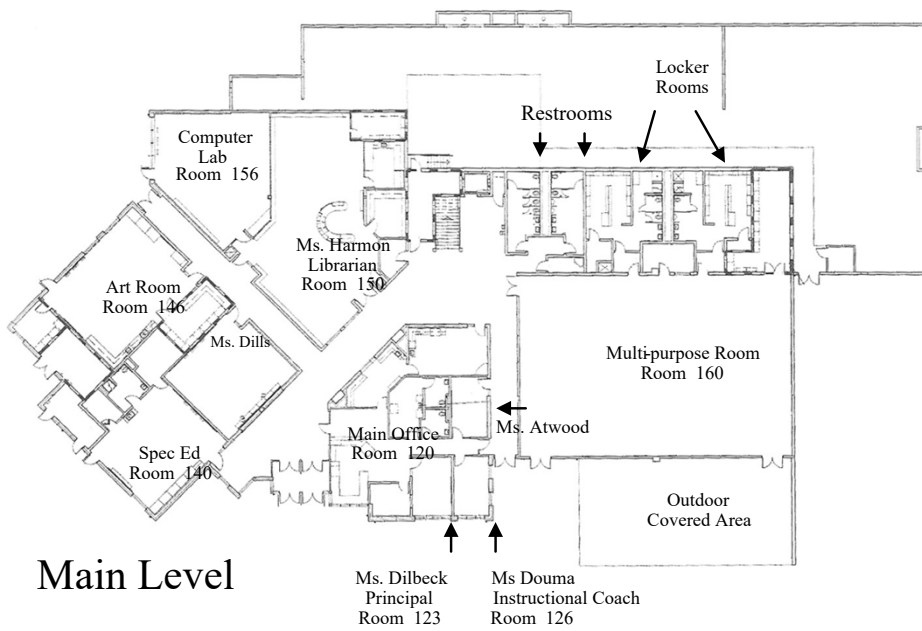
A student will not be eligible to participate in extracurricular activities, if they have not been in attendance for a full day, unless the absence is excused through the Middle School office. If the extracurricular activity occurs on Saturday, then the student must be in attendance the entire preceding Friday, unless excused through the Middle School office. Illness and tardiness to school are not considered as excused absences for athletic eligibility.

Participation certificates will be issued to all athletes who successfully complete a sports season. These guidelines have been established as a minimum code for athletics/activities. **Coaches/advisors, teachers, and administrators may institute additional rules of conduct.**



Upper Level

# Neah-Kah-Nie Middle School



Main Level