Agenda

Wednesday, November 18, 2026 7:00 PM
Winston-Dillard School District, 620 NW Elwood St, Winston, OR 97496

1. **Call To Order**
2. **Pledge of Allegiance**
3. **Roll Call - Establishment of a Quorum**
4. **Superintendent Academic Awards - Secondary**

4.A. Douglas High School - Ally Hook

4.B. Winston Middle School - Diego Valle

5. ***INTERMISSION***
6. **SUPERINTENDENT REPORT**

6.A. Enrollment

7. **Directors Report**
8. **ITEMS OF DISCUSSION**

8.A. WDSD Virtual Learning Academy Through Intermountain ESD

8.B. Elementary Student Handbooks

8.C. Field Trip Requests

9. **ADOPTION OF CONSENT AGENDA**

9.A. Financial Statement

9.B. Minutes

9.B.1. Regular Session October 14, 2026

9.C. Recommended Inter-District Student Transfers for the 2026-27 School Year

9.D. Personnel

9.D.1. Accept resignation from Shelby Otis, WMS PE effective November 9, 2026.

9.D.2. Accept resignation from Staci Parnell, LES Grade 2 effective December 1, 2026.

9.E. Donations

9.E.1. Thank you from DHS to Maralee Lawson for a $1,000 donation to the Marlys Hobson Memorial Scholarship Fund.

9.F. Adoption of Consent Agenda Motion

10. **ACTION ITEMS**

10.A. OSBA Board of Directors Position #9

10.B. OSBA Resolution #1 - 2nd Reading

10.C. Outdoor School

10.D. Secondary Student Handbooks 2nd Reading

11. **COMMUNICATIONS**

12. **FOR THE GOOD OF THE ORDER**

13. **ADJOURNMENT**

14. **UPCOMING**

14.A. Regular Session at WDSD District Office Board Room December 9, 2026 at 7:00 pm.

Winston-Dillard School District Student Enrollment 2026-27

Grade Level	**11/7/2025**	9/4/2026	10/9/2026	**11/13/2026**
K	83	107	107	107
1	101	83	84	81
2	97	93	93	93
3	86	94	94	90
4	107	81	79	77
5	106	107	109	105
Elem School Total	***580***	***565***	***566***	**553**
6	101	109	110	106
7	107	99	94	95
8	96	109	108	107
Middle School Total	***304***	***317***	***312***	***308***
9	100	107	106	101
10	84	93	92	93
11	71	67	64	66
12	91	67	66	65
DAS	44	47	55	56
High School Total	***390***	***381***	***383***	**381**
Total Enrollment	***1274***	***1263***	***1261***	***1242***

10/9/2026

Elementary Schools	***PK***	***K***	***1***	***2***	***3***	***4***	***5***
McGovern - 219	0	0	0	0	72	65	82
Brockway - 219(**PK238**)	19	82	62	75	0	0	0
Lookingglass -128(PK146)	18	25	22	18	22	14	27
Total	**37**	**107**	**84**	**93**	**94**	**79**	**109**

DAHS	
9	1
10	9
11	20
12	26
Total	**56**

11/13/2026

Elementary Schools	***PK***	***K***	***1***	***2***	***3***	***4***	***5***
McGovern - 209	0	0	0	0	67	63	79
Brockway - 216**(PK235)**	19	83	59	74	0	0	0
LES -128 **(PK 147)**	19	24	22	19	23	14	26
Total	**38**	**107**	**81**	**93**	**90**	**77**	**105**

11/13/202611:38 AM

K-5 Online Learning

Flexible Learning, Personal Support, Strong Connections.

Frequently Asked Questions for Parents

What is the Virtual Learning Academy?

The InterMountain Virtual Learning Academy (IMVLA) offers flexible K–12 online learning while students remain enrolled in the Winston-Dillard School District. Students learn from home with support from Oregon-licensed teachers and maintain access to district resources, extracurricular activities, and additional student support.

What is a Home Coach?

Online learning requires an active Home Coach (a parent, guardian, or caregiver) who helps students stay organized, engaged, and on track. Home Coaches provide a consistent learning environment, support daily attendance and assignments, and work closely with the IMVLA to support student success.

Will my child have a teacher?

Absolutely! Your child will have an Oregon Certified teacher that will connect, support, and help progress monitor your student.

What about special services?

The Winston-Dillard School District will provide students with special plans like IEPs and 504s, counselling/ health services and will work with our VLA Staff to ensure plans are met.

What is a District Liaison?

A District Liaison is a designated person at your local school district who helps keep students connected to their school while they are learning online. They can help find answers to many questions and serve as a point of contact between your family, the district and the IMVLA.



Why Choose Online Learning?

Learn From Anywhere
Access school from home or wherever learning works best.

24/7 Access
Lessons are available when students need them.

Fewer Distractions
Work in an environment you create to stay focused.

Supports Learning Styles
Flexible learning will meet students where they are.

Tuition Free
Students will need some simple school supplies.

LEARN MORE
Visit our website
imesdvla.org

QUESTIONS?
Contact us
contact@ imesdvla.org
541-966-3131

ENROLL NOW
by calling
Your student's current school principal.

How do students access class?

Students will be given an IMVLA email address to access CLEVER



After logging into Clever, students will find the Canvas Icon: all classes are there



What does a typical day look like?

8:00 – 8:55	English Language Arts
9:00 – 9:55	Math
10:00 – 10:55	Science
11:00 – 12:00	Social Studies
12:00 – 1:00	Lunch Break
1:00 – 2:00	Health / PE / SEL
2:00 – 3:00	Art / Music

*Lesson pace will depend on student attention, success, and participation in lessons. Lesson times may vary by student.



HELPFUL HINTS

Log in daily!

School is in session Monday through Thursday.

Classes are accessible 24/7.

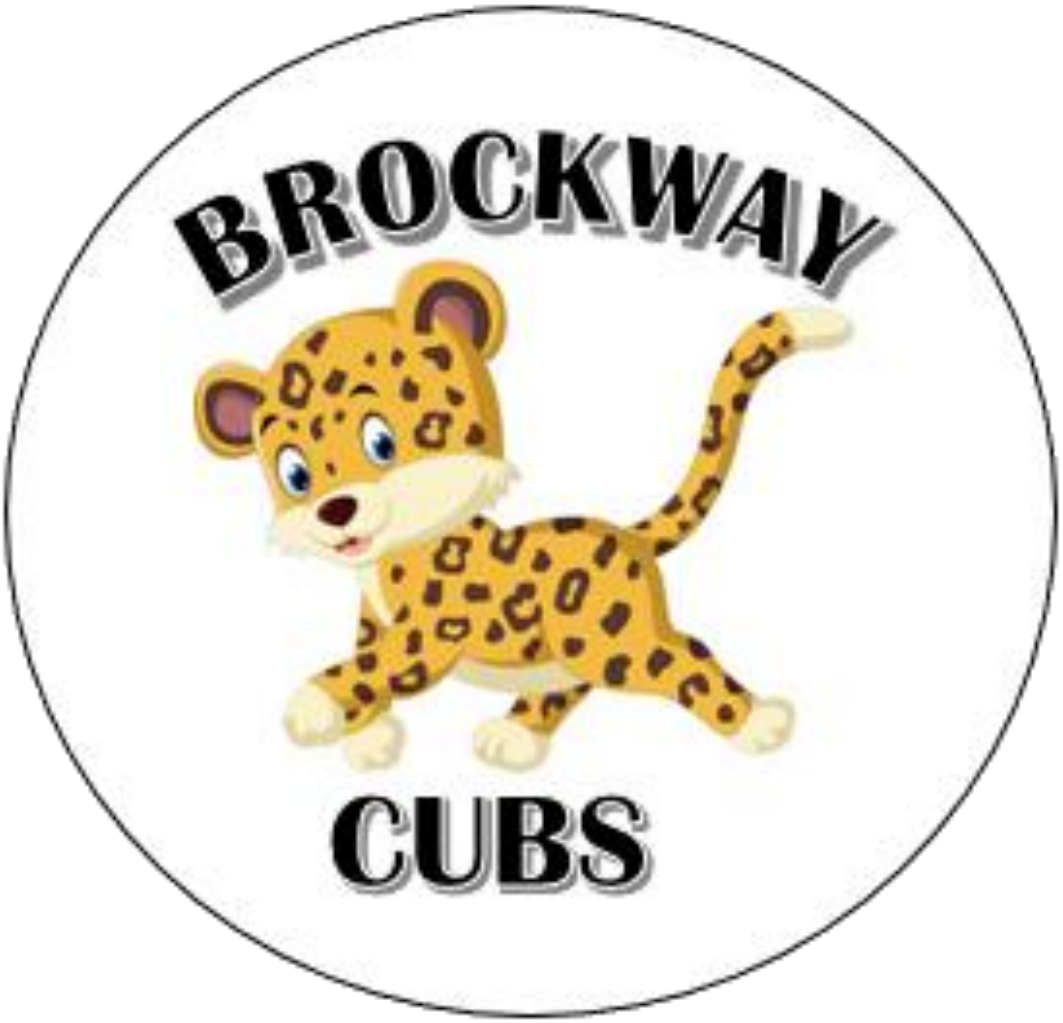
Students should spend time on each class each school day.

Reach out when help is needed. 😊

Learning That Fits Your FAMILY

Registration is through Winston-Dillard School District. To register, please contact your student's school and ask if this is an option for you.





Parent and Student Handbook
2026 - 2027

Winston-Dillard School District's Graduating Classes of 2037, 2038, 2039

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Dear Parents/Guardians and Students,

Welcome to Brockway! It is our pleasure to partner with you during this school year. Our top priority is to provide each student with meaningful educational experiences every day. I look forward to working together to ensure student success.

Please keep this parent/student handbook to reference throughout the year as it contains important information regarding school policies and procedures. As the year progresses, feel free to contact us should you develop any questions or concerns.

The Brockway team invites you to participate in your child's educational experiences through communication, teamwork, and collaboration. In partnering together, we can provide positive educational experiences for every student, every day, while chasing excellence.

Kindly,

Lisa Dickover
Principal

Preface

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

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

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

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

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

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

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

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

Definition of Parent

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

Calendar

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

WDSD Calendar 2026-27

School Personnel

Brockway Office:
Lisa Dickover – Principal
Michelle Abbey – Secretary
Brandi Mitchell – Office Function Assistant
Misti Davis– Dean of Students
Shantina Rust – Child Development Specialist

Custodians:
Sean Alvey – Head Custodian
Renee Alvey – Custodian
Bill Pryce – Custodian

Support Staff:
Kristi Oltmano – Media Specialist
Deborah Walker – Instructional Assistant
Sonia Brown – Instructional Assistant
Michayla Carroll – Instructional Assistant
Robyn Fowler – Instructional Assistant
Lisa Horton – Instructional Assistant
Summer Smith – Instructional Assistant
Jeffrey Fisher - Instructional Assistant
Marva Mitts - Instructional Assistant
Lovely Mesanovic - Instructional Assistant

Britany Bowden – Instructional Assistant
Kimberly Williams – Instructional Assistant

Food Service:
Dawn Pryce
Jan LeBlanc

Teachers:
Ann McDowell – PE Teacher
Amber Roberts – SPED- DLC
Ginny Knebel – SPED - LRC
Val Antoun – Kindergarten Grade Teacher
Dani McClendon– Kindergarten Grade Teacher
Abby Curringto –Kindergarten Grade Teacher
Alisha Black – Kinder/First Grade Teacher
Miranda Haaby – First Grade Teacher
Kayla Knight – First Grade Teacher
Tembi Buckingham – Second Grade Teacher
Greg Taylor – Second Grade Teacher
Lauren Cook – Second Grade Teacher

School Board of Directors

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

District Personnel

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

Important Phone Numbers

Brockway Elementary	(541) 679-3037

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

Parent Acknowledgement

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

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

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

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

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

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

□ Student's name
□ Student's photograph
□ Student's major field of study
□ Participation in officially recognized activities and sports
□ Weight and height of members of athletic teams
□ Student's dates of attendance
□ Student's degrees and awards received

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

_____

Parent Signature Date

_____

Student Signature Date

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

Academics

Mission Statement

To foster a relationship between families and school to ensure students experience a safe, loving environment where they will learn and grow.

Vision Statement

All Students will leave Brockway reading at a high level

Communication is essential among all participants in the educational process. Therefore, we strive to:

1. Foster self-esteem and a belief in oneself in each student.
2. Challenge all students to fully use their abilities and aptitudes by developing lifelong learning skills in:
    a. Reading, writing, math, social sciences, science, and speaking.
    b. Critical thinking and problem solving.
    c. Interpersonal relationships.
3. Provide exposure to and an appreciation for visual and performing arts.
4. Help children develop a life-style that reflects good health habits and encourages physical fitness.
5. Promote a global awareness that develops:
    a. An appreciation for other cultures.
    b. Respect for others of a different ethnic or racial heritage.
    c. An understanding of the interdependent relationships that effect our environment and well-being.
6. Encourage students to become self-sufficient and responsible citizens who can function effectively in a democratic society.

Academic Integrity and Artificial Intelligence (AI)

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

Admission

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

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

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

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

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

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

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

Animals in the School

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

Assemblies

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

Assessment Program

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

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting-out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment. The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline.

"Student-initiated test impropriety" means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes based on the individual needs of the student, staffing, and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the principal or a counselor prior to [June 1] of the school year in question, or no later than [six] weeks prior to a semester break during a school year. Requests to change a student's assigned class must be directed to the principal. Final decisions are the responsibility of the principal or designee.

Assignment of Students to Schools

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

The district may allow transfers based on established district criteria.

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

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

Communication - An Emphasis on Two-Way Listening

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

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

Conferences

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

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

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal. A parent who wishes to

confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, request that the teacher call the parent to arrange a mutually convenient time, or email the teacher.

English Language Learners

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

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

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

Exemptions

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

Filming / Taping of Students

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

These films/tapes/photographs are used for helping students improve their academic, music, and/or drama skills, and for providing the public with information about school programs.

It shall be the policy of the Winston-Dillard Public Schools to film/tape/photograph students as listed below unless the parents file a written objection.

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

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

Students Experiencing Houselessness

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

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

Homework

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

Infection/Disease Instruction – Sensitive Curriculum

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

Infection Control and Bloodborne Pathogens

The risk of exposure to body fluids due to casual contact in the school environment is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the district requires that staff and students approach infection control

using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for bloodborne pathogens[1].

Media Center

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

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

Parental Involvement

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

- Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
- Keep informed on district activities and issues. "Back to School" nights in the fall and spring and parent/booster club meetings provide opportunities for learning more about the district;
- Become a district volunteer. For further information, contact the principal;
- Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

Parental Rights

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

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

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

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

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

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

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

Placement of Students

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

Program Exemptions

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

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

Promotion, Retention and Grade Level Placement of Students

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

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

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

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

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

Release of Students from School

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

Student Needs

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

Speech and Language Therapy
Special Education Services
Title 1 Reading & Math Services
Behavior Specialist
School Assemblies

Students with Disabilities

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

Student Restraint or Seclusion

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

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

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

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

2. Written documentation of the incident within 24 hours that provides:
   a. A description of the restraint or seclusion including:
      (1) The date of the restraint or seclusion;
      (2) The times the restraint or seclusion began and ended; and
      (3) The location of the incident.
   b. A description of the student's activity that prompted the use of restraint or seclusion;
   c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
   d. The names of staff of the district who administered the restraint or seclusion;

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e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.

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

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

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

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

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

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

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

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

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

The use of a seclusion cell is prohibited.

Student Education Records

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

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

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

Directory information can be released in accordance with Board Policy JOB – Directory Information. Information considered directory information is included under Directory Information Selection and Acknowledgement or Receipt of Handbook (p. [1]). Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records shall include:

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

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

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

Access and Release of Education Records

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

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

Provision for Hearing to Challenge Content of Education Records

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

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

    a. The principal or designated representative;

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

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

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

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

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

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

Request for Educational Records

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

Supervision of Students

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

Talented and Gifted Students (TAG)

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

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:

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

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

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

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

Title IA Services

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

Transfer of Education Records

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

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

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

Wellness

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

General School Information

After-School Activities

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

Asbestos

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

Assignment of Students to Classes

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

class at other times must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

Bicycles/Skateboard

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

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

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

Bus Passes

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

Checking Out Students

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

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

Classroom Disruptions

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

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

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

Communicable Diseases

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

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

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

Parents with questions should contact the school office.

Complaints

Instructional Materials Complaints

Concerns and complaints regarding instructional materials from students or parents should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal concern, a "Reconsideration Request Form for Reconsideration of Instructional Materials" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

Placement/Enrollment of Homeless Students Complaints

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

CONCUSSIONS AND TRAUMATIC BRAIN INJURIES

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

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

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

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

Public Complaints

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

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

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

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

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

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

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

Bias Incident Complaints

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

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

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

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

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

Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)

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

Students with Disabilities Complaints

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

Discrimination Complaints

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

Division 22 Education Standards Complaints

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

The complainant should first discuss the nature of the alleged violation with the individual involved.

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

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

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

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

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

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

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

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

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

1. Prevention and identification of sexual conduct;

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

3. Appropriate electronic communications with students.

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

Students with Sexual Harassment Complaints

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

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

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

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

Talented and Gifted Programs and Services Complaints

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

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

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

Damage to District Property

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. This includes damage to the district's network and other electronic systems. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed.

Drug, Alcohol, Tobacco Prevention Program

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

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

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

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

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

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

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

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

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

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

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

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

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;

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

Emergency School Closure

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

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

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

Emergency Medical Treatment

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

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

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

Extracurricular Activities

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

Interested students should contact the office for additional information.

Fees, Fines and Charges

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

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;

3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt.

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

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

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

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

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

Field Trips

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

Flag Salute

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

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

Food Service

(Implemented 7/1/15)

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

1) Civil Rights Complaint Received by Sponsor (Verbal or Written)
2) Civil Rights Complaint Documented in Civil Rights Complaint Log
3) Sponsor gives Complainant Civil Rights Complaint Form and/or Sponsor Completes Civil Rights form with Complainant
4) If Complainant Returns Civil Rights Complaint Form to Sponsor, Sponsor Forwards Civil Rights Complaint Form to ODE within 3 working days.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Fund Raising

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

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

Pediculosis (Head Lice)

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

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

Immunization and Vision/Dental Screenings

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

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

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

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

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

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

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

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

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

Lost and Found

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

Media Access to Students

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

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

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

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

Medication Administration

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

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

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

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

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

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

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

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

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

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

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

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

Self – Medication

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

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

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

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

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

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

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

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

Contact the school office for additional information and forms.

Posters

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

Release Time for Religious Instruction

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

Reports to Student and Parents

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

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

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

School Hours

SCHOOL HOURS ARE MONDAY THROUGH THURSDAY FROM 8:00 AM – 3:30 PM. Supervision before school begins is limited to the availability of school personnel. There will be an adult on morning supervision duty at 7:45 a.m. Please do not send your child to school before this time, as doors will not open until 7:45 a.m. Due to the large number of busses in the morning and afternoon, we ask that parents dropping off and picking up use the roundabout in front of the building and not the bus lane on the side of the building. We appreciate your awareness in keeping our parking lot safe for students and families at McGovern. PLEASE DO NOT PARK AND EXIT YOUR CAR IN THE DROP OFF LANE.

Social Events

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

Surveillance Cameras

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

Telephones

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

Visitors

Parents and other visitors may visit district schools after scheduling such visits with the principal or designee. To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are scheduled, all visitors must report to the school office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

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

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

Volunteer Programs

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

Student Conduct

Attendance Policy

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

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

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

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

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

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

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

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

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

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

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

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

A. <u>Absence Types</u>

1. **Excused Absence:**
    - Illness including mental and behavioral health of the student;
    - Illness of an immediate family member when the student's presence at home is necessary;
    - Emergency situations that require the student's absence;
    - Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year.
    - Field trips and school-approved activities;
    - Medical or dental appointments. Confirmation of appointments may be required;
    - Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.
2. <u>All other absences will be classified as **Unexcused Absences**.</u>
3. **Prearranged absences** will be processed according to the following guidelines:
    a) Prearranged absences are limited to five (5) per 3 month period.
    b) The student's academic and attendance records are satisfactory
    c) Prearranged absence requests are required for anticipated absences of three (3) or more
    d) Students are responsible for all missed course work
    e) Parents are required to submit prearranged absence forms to their teachers prior to approval in advance of the absence
    f) School officials shall determine whether a prearranged absence is excused or unexcused

B. <u>Notification</u>

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

C. <u>Truancy</u>

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

1.Check in/ Check out through the main office

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

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

Cell Phones

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

Computer Use

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

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

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

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the

district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring.

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

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

Dress and Grooming

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

1. Clothing should appropriately cover the torso, including all personal parts of the body.
2. Clothing that allows the display of undergarments, backside, or midriff is inappropriate.
3. Shorts/skirts/dresses should be at least mid-thigh in length depending on the body type and appropriate coverage.
4. Pants are to be secured at the waist either by natural fit or by a belt.
5. Shirts/tops are to cover the stomach/backside and should extend over the top of the pants so that the stomach/backside remains covered during all activities.
6. Tank tops may be worn alone if they are cut close under the arm and cover any undergarments at all times. Loose fitting tank tops or very tight-fitting tank tops are to be worn with another shirt over or under them.
7. Halter or single strap tops are not permitted. This includes spaghetti straps.
8. Open-toed footwear or flip-flops create a potential for injury and should not be worn during physical activity, such as P.E.
9. All students should have shoes available that allow for safe participation in P.E. and on the playground (i.e., Tennis Shoes).
10. Clothes that promote violence are not acceptable.
11. Clothing with slogans or images of alcohol, tobacco, or other drugs is not permitted.
12. Clothing with inappropriate language, pictures, or logos is not acceptable.
13. No hats or hoods are to be worn in the building; they may be worn outside.
14. No pajamas should be worn to school.

Students will be asked to change or cover unacceptable clothing.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;

5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior

Student Code of Conduct

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

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

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

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

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

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

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

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

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

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

Discipline Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

An expulsion shall not extend beyond one calendar year.

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

Discipline / Due Process

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

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

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

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

No student will be subjected to corporal punishment.

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

Discipline of Disabled Students

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

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

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

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

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

Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing

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

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

Individuals may also be referred to law enforcement officials.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Personal Electronic Devices

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

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

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

Personal Electronic Devices and Social Media

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

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

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

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

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

agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

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

Student Searches

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

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

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

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

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

Questioning of Students

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

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

Student Suicide Prevention

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

Tobacco-Free Environment

Student possession, use, sale, or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored

activities is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. A student may be referred to law enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school.

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

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

Threats

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

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

Transportation of Students

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

Transportation Rules

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

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;

13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Transportation Discipline Procedures

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

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

Administrative Discipline Matrix – Elementary

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

Action Legend - Administrative Consequences/Interventions

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

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

Action Legend - Administrative Consequences/Interventions

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

Action Legend - Administrative Consequences/Interventions

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

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

Administrative Discipline Matrix – Elementary

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

Action Legend - Administrative Consequences/Interventions

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

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Action Legend - Administrative Consequences/Interventions

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

Action Legend - Administrative Consequences/Interventions

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Administrative Discipline Matrix – Elementary

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	Subsequent Consequence
Bus Behavior Incidents				
Level One Violation: Eating/Drinking/Chewing Gum.. Failure to sit as assigned by bus driver.	F, DD	F, EE, I	F, I, FF	F, GG
Level Two Violation: Disrupting or distracting i.e., horseplay, yelling, profanity etc. and disobeying the bus driver. Standing up and or/move from seats while the bus is in motion, and inappropriate remarks. Failure to utilize required safety equipment on the bus. Throwing objects.	F, DD	F, EE, I	F, I, FF	F, GG
Level Three Violation: Any disruptive activity which might cause the driver to stop in order to reestablish order; Placing head, arms, and legs outside of the window. Threats against the bus driver, and passengers on the bus. Profanity directed at the bus operator or bus attendant. Physical aggression, chewing tobacco, or smoking on the bus. Throwing objects out the bus window or at the bus. Vandalism of seats or other bus equipment. Opening the emergency door while the bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus driver.	F, EE	F, I, FF	F, I, GG	

Action Legend - Administrative Consequences/Interventions

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Action Legend - Administrative Consequences/Interventions

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

Action Legend - Administrative Consequences/Interventions

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

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Lookingglass Elementary School



Parent and Student Handbook 2026-2027

Making a GIANT impact on learning.

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

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Dear Parents, Guardians, and Students,

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

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

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

I wish you well,
Emily Ledbetter
Principal

Preface

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

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

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

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

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

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

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

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

Definition of Parent

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

Calendar

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

WDSD Calendar 2026-27

LES Calendar 2026-27

School Personnel

Office:

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

Custodians:

Justin Lewis – Head Custodian

Support Staff:

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

Food Service:

Selina Kelly- Head Cook

Teachers:

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

School Board of Directors

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

District Personnel

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

Important Phone Numbers

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

Parent Acknowledgement

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

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

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

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

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

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

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

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

_____

Parent Signature Date

_____

Student Signature Date

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

Academics

Mission Statement

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

Vision Statement

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

Core Values

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

Academic Integrity and Artificial Intelligence (AI)

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

Admission

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

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

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

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

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

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

Animals in the School

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

Assemblies

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

Assessment Program

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

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

ASSIGNMENT OF STUDENTS TO CLASSES

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

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

Assignment of Students to Schools

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

The district may allow transfers based on established district criteria.

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

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

Communication - An Emphasis on Two-Way Listening

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

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

Conferences

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

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

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

English Language Learners

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

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

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

Exemptions

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

Filming / Taping of Students

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

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

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

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

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

Students Experiencing Houselessness

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

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

Homework

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

Infection/Disease Instruction – Sensitive Curriculum

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

Infection Control and Bloodborne Pathogens

The risk of exposure to body fluids due to casual contact in the school environment is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for bloodborne pathogens[1].

Media Center

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

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

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

Parental Involvement

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

- Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
- Keep informed on district activities and issues. "Back to School" nights in the fall and spring and parent/booster club meetings provide opportunities for learning more about the district;
- Become a district volunteer. For further information, contact the principal;
- Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

Parental Rights

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

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

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

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

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

Placement of Students

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

Program Exemptions

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

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

Promotion, Retention and Grade Level Placement of Students

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

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

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

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

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

Release of Students from School

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

Student Needs

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

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

Students with Disabilities

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

Student Restraint or Seclusion

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The use of a seclusion cell is prohibited.

Student Education Records

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

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

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

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

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

Permanent records shall include:

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

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

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

Access and Release of Education Records

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

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

Provision for Hearing to Challenge Content of Education Records

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

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

a. The principal or designated representative;

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

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

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

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

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

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

Request for Educational Records

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

Supervision of Students

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

Talented and Gifted Students (TAG)

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

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

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

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

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

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

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

Title IA Services

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

Transfer of Education Records

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

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

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

Wellness

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

General School Information

After-School Activities

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

Asbestos

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

Assignment of Students to Classes

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

Bicycles/Skateboard

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

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

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

Bus Passes

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

Checking Out Students

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

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

Classroom Disruptions

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

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

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

Communicable Diseases

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

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

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

Parents with questions should contact the school office.

Complaints

Instructional Materials Complaints

Concerns and complaints regarding instructional materials from students or parents should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal concern, a "Reconsideration Request Form for Reconsideration of Instructional Materials" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

Placement/Enrollment of Homeless Students Complaints

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

CONCUSSIONS AND TRAUMATIC BRAIN INJURIES

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

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

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

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

Public Complaints

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

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

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

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

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

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

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

Bias Incident Complaints

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

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

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

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

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

Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)

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

Students with Disabilities Complaints

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

Discrimination Complaints

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

Division 22 Education Standards Complaints

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

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

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

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

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

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

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

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

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

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

1. Prevention and identification of sexual conduct;

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

3. Appropriate electronic communications with students.

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

Students with Sexual Harassment Complaints

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

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

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

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

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

Talented and Gifted Programs and Services Complaints

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

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

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

Damage to District Property

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. This includes damage to the district's network and other electronic systems. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed.

Drug, Alcohol, Tobacco Prevention Program

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

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

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

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

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

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

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

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

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

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

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

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

The communication must include:

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

Emergency School Closure

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

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

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

Emergency Medical Treatment

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

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

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

Extracurricular Activities

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

Interested students should contact the office for additional information.

Fees, Fines and Charges

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

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

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

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

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

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

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

Field Trips

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

Flag Salute

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

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

Food Service

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADULT MEALS:

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

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

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

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

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

Fund Raising

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

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

Pediculosis (Head Lice)

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

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

Immunization and Vision/Dental Screenings

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

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

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

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

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

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

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

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

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

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

Lost and Found

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

Media Access to Students

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

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

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

Medication Administration

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

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

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

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

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

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

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

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

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

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

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

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

Self – Medication

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

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

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

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

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

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

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

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

Contact the school office for additional information and forms.

Posters

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

Release Time for Religious Instruction

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

Reports to Student and Parents

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

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

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

School Hours

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

Social Events

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

Surveillance Cameras

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

Telephones

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

Visitors

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

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

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

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

Volunteer Programs

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

Student Conduct

Attendance Policy

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

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

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

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

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

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

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

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

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

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

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

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

A. <u>Absence Types</u>

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

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

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

B. Notification

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

C. Truancy

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

1.Check in/ Check out through the main office

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

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

Cell Phones

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

Computer Use

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

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

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

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

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

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

Dress and Grooming

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

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

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

Students will be asked to change or cover unacceptable clothing.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

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

Student Code of Conduct

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

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

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

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

1. Assault;

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

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

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

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

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

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

Discipline Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

An expulsion shall not extend beyond one calendar year.

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

Discipline / Due Process

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

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

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

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

No student will be subjected to corporal punishment.

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

Discipline of Disabled Students

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

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

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

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

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

Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing

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

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

Individuals may also be referred to law enforcement officials.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Personal Electronic Devices

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

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

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

Personal Electronic Devices and Social Media

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

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

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

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

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

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

Student Searches

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

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

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

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

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

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

Questioning of Students

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

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

Student Suicide Prevention

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

Tobacco-Free Environment

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

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

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

Threats

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

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

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

Transportation of Students

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

Transportation Rules

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

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

Transportation Discipline Procedures

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

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

Administrative Discipline Matrix – Elementary

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

Action Legend - Administrative Consequences/Interventions

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

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Action Legend - Administrative Consequences/Interventions

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

Action Legend - Administrative Consequences/Interventions

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

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Administrative Discipline Matrix – Elementary

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

Action Legend - Administrative Consequences/Interventions

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

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Action Legend - Administrative Consequences/Interventions

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

Action Legend - Administrative Consequences/Interventions

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

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Administrative Discipline Matrix – Elementary

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	Subsequent Consequence
Bus Behavior Incidents				
Level One Violation: Eating/Drinking/Chewing Gum.. Failure to sit as assigned by bus driver.	F, DD	F, EE, I	F, I, FF	F, GG
Level Two Violation: Disrupting or distracting i.e., horseplay, yelling, profanity etc. and disobeying the bus driver. Standing up and or/move from seats while the bus is in motion, and inappropriate remarks. Failure to utilize required safety equipment on the bus. Throwing objects.	F, DD	F, EE, I	F, I, FF	F, GG
Level Three Violation: Any disruptive activity which might cause the driver to stop in order to reestablish order; Placing head, arms, and legs outside of the window. Threats against the bus driver, and passengers on the bus. Profanity directed at the bus operator or bus attendant. Physical aggression, chewing tobacco, or smoking on the bus. Throwing objects out the bus window or at the bus. Vandalism of seats or other bus equipment. Opening the emergency door while the bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus driver.	F, EE	F, I, FF	F, I, GG	

Action Legend - Administrative Consequences/Interventions

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

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Action Legend - Administrative Consequences/Interventions

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

Action Legend - Administrative Consequences/Interventions

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

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Parent and Student Handbook
2026 - 2027

Fast, Focused, Fearless—Like the Cheetah, We Strive for Excellence in All We Do.

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

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Dear Parents/Guardians and Students,

Welcome to McGovern! It is our pleasure to partner with you during this school year. Our top priority is to provide each student with meaningful experiences every day. I look forward to our journey together as we work as a team to ensure student success.

Please keep this parent/student handbook to reference throughout the year as it contains important information regarding school policies and procedures. As the year progresses, feel free to contact us should you develop any questions or concerns.

The McGovern team invites you to participate in your child's educational experiences through effective communication and collaboration. In partnering together, we can provide positive educational experiences for every student, every day, while chasing excellence.

Go Cheetahs, Go!

Kindly,

Janna Norton
Principal

Preface

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

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

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

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

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

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

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

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

Definition of Parent

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

Calendar

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

WDSD Calendar 2026-27

McGovern School Event Calendar 2026-27

School Personnel

McGovern Office:
Janna Norton – Principal
Kristee Sanders – Secretary
Morgan Maldonado – Office Function Assistant
LeAne Bustamante – Dean of Students
Shilo Hester – Child Development Specialist

Custodians:
Gina Anderson – Head Custodian
Melissa Meaux – Custodian

Support Staff:
SueAnne Boydston – Media Specialist
Deborah Walker – Instructional Assistant
Sonia Brown – Instructional Assistant
Michayla Carroll – Instructional Assistant
Robyn Fowler – Instructional Assistant
Lisa Horton – Instructional Assistant
Summer Smith – Instructional Assistant
Jeffrey Fisher - Instructional Assistant
Marva Mitts - Instructional Assistant
Lovely Mesanovic - Instructional Assistant
Britany Bowden – Instructional Assistant
Kimberly Williams – Instructional Assistant

Food Service:
Kelly Barlow
Peggy Jenkins

Teachers:
Gavin Pike – Music Teacher
Brad Hirsch – PE Teacher
Johnathon Hatton – SPED
Melanie Adams – SPED
Keli Bruehling – Third Grade Teacher
Sandra Reno – Third Grade Teacher
Norma Frost – Third Grade Teacher
Taylor Davis – Fourth Grade Teacher
Heather Carpenter – Fourth Grade Teacher
Kenadi Murphey – Fourth Grade Teacher
Jennifer Foreman – Fifth Grade Teacher
Aaron Bormuth – Fifth Grade Teacher
Jenna Carpenter – Fifth Grade Teacher

School Board of Directors

Mrs. Lorna Quimby
Mr. Brett Bustrum
Mr. Curt Stookey
Mrs. Susan Chase
Mr. Bob Shigley

District Personnel

Mr. Kevin Wilson, Superintendent
Mrs. Kim Shigley, Chief Financial Officer
Mr. Shelby Beard, Facilities Manager
Mr. Dave Welker, Curriculum & Instruction
Mrs. Angela Guerrero, Payroll/HR
Mrs. Michele Dunham, Admin. Asst./HR
Mrs. Joan Bunch, Admin Accounting/SPED

Important Phone Numbers

Brockway Elementary	(541) 679-3037

Douglas High School	(541) 679-3001
Lookingglass Elementary	(541) 679-3006
McGovern Elementary	(541) 679-3003
Transportation	(541) 679-3007
Winston Middle School	(541) 679-3002
Winston-Dillard District Office	(541) 679-3000

Parent Acknowledgement

Parents and students, by receiving this handbook you acknowledge receipt the student code of conduct and the consequences to the students who violate district disciplinary policies. This document is available to all students and guardians on our school website under Parent/Student handbook.

I understand and consent to the responsibilities outlined in the Student Code of Conduct as outlined in the McGovern Student/Parent Handbook. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that should my student violate the Student Code of Conduct shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

I understand that certain information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. This information can be released without parental consent, unless the student has been opted out.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released, and my prior written, dated, and signed consent, unless otherwise permitted by law. Personally identifiable information includes, but is not limited to: the student's name or the name of the student's parents or other family member; the address of the student or student's family; personal identifiers such as the student's social security number, student identification number, or biometric record; a list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth, and parent's maiden name; information requested by a person who the district reasonably believes knows the identity of the student to whom the educational records relates; or other such information that would make the student's identity easily traceable.

I understand that unless a parent or eligible student objects to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media, and for such other purposes as deemed appropriate by the principal.

I have checked those types of directory information listed below that I wish the district to withhold:

□ Student's name
□ Student's photograph
□ Student's major field of study
□ Participation in officially recognized activities and sports
□ Weight and height of members of athletic teams
□ Student's dates of attendance
□ Student's degrees and awards received

By signing below, I acknowledge receipt and agree to abide by the McGovern Student/Parent Handbook.

_____

Parent Signature Date

_____

Student Signature Date

The information provided in this Handbook is subject to periodic change, modification, updating and clarification.

Academics

Mission Statement

Our mission is to inspire every Cheetah to learn, lead, and grow by providing excellent instruction, fostering positive relationships, and partnering with families to prepare students for lifelong success.

Vision Statement

Every student. Every day. Chasing excellence.

Communication is essential among all participants in the educational process. Therefore, we strive to:

1. Foster self-esteem and a belief in oneself in each student.
2. Challenge all students to fully use their abilities and aptitudes by developing lifelong learning skills in:
    a. Reading, writing, math, social sciences, science, and speaking.
    b. Critical thinking and problem solving.
    c. Interpersonal relationships.
3. Provide exposure to and an appreciation for visual and performing arts.
4. Help children develop a life-style that reflects good health habits and encourages physical fitness.
5. Promote a global awareness that develops:
    a. An appreciation for other cultures.
    b. Respect for others of a different ethnic or racial heritage.
    c. An understanding of the interdependent relationships that effect our environment and well-being.
6. Encourage students to become self-sufficient and responsible citizens who can function effectively in a democratic society.

Academic Integrity and Artificial Intelligence (AI)

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aides or other written materials on tests and assignments. Academic dishonesty also includes sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

Admission

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

The district shall deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

Alternative education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

While parents have the option of placing their students in a private school or obtaining additional services, such as tutoring, from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly-funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education Act (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

Animals in the School

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent or designee that are part of an approved district curriculum or co-curricular activity are allowed in district facilities.
Companion and comfort animals are not considered service animals. Animals, except those service animals serving persons with a disability, may not be transported on the bus. Please refer to WDSD policy ING for more information.

Assemblies

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

Assessment Program

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education.

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting-out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment. The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline.

"Student-initiated test impropriety" means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes based on the individual needs of the student, staffing, and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the principal or a counselor prior to [June 1] of the school year in question, or no later than [six] weeks prior to a semester break during a school year. Requests to change a student's assigned class must be directed to the principal. Final decisions are the responsibility of the principal or designee.

Assignment of Students to Schools

Students are required to attend the school in the attendance area in which they reside, except as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office or counselor for additional information.

The district may allow transfers based on established district criteria.

A student who becomes a victim of a violent criminal offense, as determined by state law, while in or on the grounds of a school the student attends, or any student attending a district school that is identified by the Oregon Department of Education (ODE) as persistently dangerous, may transfer to a safe district school as required by the Every Student Succeeds Act (ESSA).

Parents of students considering private placement for IDEA or Section 504 services must notify the district in advance before privately placing their student, or else potentially forfeit any right to reimbursement or prospective payment for that placement. Many students who are unilaterally placed by their parents are sometimes placed when they are not yet identified under the IDEA or Section 504 of the Rehabilitation Act.

Communication - An Emphasis on Two-Way Listening

McGovern Elementary School will communicate with you on a regular basis. Each classroom will send home pertinent information daily/weekly. Please emphasize to your children that they need to bring home the handouts given to them. You may expect:

1. Monthly Calendar/Menu
2. Monthly Newsletter
3. Quarterly Grade Reports
4. Parent-Teacher Conferences
5. Teacher-Originated Notes and Phone Calls
6. Parent Club Newsletters
7. Field Trip information and permission slips

Conferences

Regular conferences are scheduled annually in the fall and spring to review student progress.

A teacher may request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal. A parent who wishes to

confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, request that the teacher call the parent to arrange a mutually convenient time, or email the teacher.

English Language Learners

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the building administrator.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
    a. Detailing the right to have their student immediately removed from such program upon their request;
    b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
    c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

Exemptions

Students shall be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal in writing by the parent and include the reason for the request.

Filming / Taping of Students

During the course of the school year, photographs, films, or video tapes may be taken at school or during school activities, such as plays, play practices, classroom activities, etc.

These films/tapes/photographs are used for helping students improve their academic, music, and/or drama skills, and for providing the public with information about school programs.

It shall be the policy of the Winston-Dillard Public Schools to film/tape/photograph students as listed below unless the parents file a written objection.

1. Athletic game film/tapes
2. Music, Drama, and classroom activities
3. Recognition for achievement
4. Public information pictures
5. Other activities approved by the principal.

If you object to the filming/taping of your child in any of the above activities, please write a letter stating your objection and concerns. Then deliver this letter to the building principal. Please make certain it is signed and dated. (The letter will only be valid for one school year.)

Students Experiencing Houselessness

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided, in accordance with the McKinney-Vento Homeless Assistance Act.

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact David Welker– 679-3000 ext. 3425 the district's liaison for homeless students.

Homework

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

Infection/Disease Instruction – Sensitive Curriculum

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of this instructional program required by Oregon law by contacting the principal for additional information and procedures.

Infection Control and Bloodborne Pathogens

The risk of exposure to body fluids due to casual contact in the school environment is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the district requires that staff and students approach infection control

using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for bloodborne pathogens[1].

Media Center

We have an excellent library consisting of over 5,000 volumes. Students will have regular book checkout times as well as scheduled periods for instruction in library skills. In addition, students are encouraged to use the library during free periods.

Students who lose or damage books are expected to pay for them. Checkout privileges will be suspended until this is done.

Parental Involvement

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

- Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
- Keep informed on district activities and issues. "Back to School" nights in the fall and spring and parent/booster club meetings provide opportunities for learning more about the district;
- Become a district volunteer. For further information, contact the principal;
- Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

Parental Rights

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

[1] "Bloodborne pathogens" are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). 29 CFR 1910.1030(b)

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

Placement of Students

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities, per WDSD policy IKE. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

Program Exemptions

Students may be excused from a state-required program or learning activity for reasons of religion, or disability, or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the principal.

The district will determine if credit will be granted for any alternative activity.

Promotion, Retention and Grade Level Placement of Students

A student shall be promoted from one grade to the next on the basis of academic, social, and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.

Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district.

If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

Release of Students from School

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of their parent or as otherwise provided by law.

Student Needs

In addition to the regular classroom activities, McGovern Elementary School offers programs and opportunities in these areas:

Speech and Language Therapy
Special Education Services
Title 1 Reading & Math Services
Behavior Specialist
School Assemblies

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the Student Services Coordinator for grades K-5, Lisa Dickover 541-679-3000 ext. 3552.

Student Restraint or Seclusion

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students (see Board Policy JGAB – Use of Restraint or Seclusion and the accompanying administrative regulation).

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.

2. Written documentation of the incident within 24 hours that provides:
   a. A description of the restraint or seclusion including:
      (1) The date of the restraint or seclusion;
      (2) The times the restraint or seclusion began and ended; and
      (3) The location of the incident.
   b. A description of the student's activity that prompted the use of restraint or seclusion;
   c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
   d. The names of staff of the district who administered the restraint or seclusion;

The information provided in this Handbook is subject to periodic change, modification, updating and clarification.

e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.

3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.

A district Restraint and/or Seclusion Incident Report Form must be completed and copies provided to those attending the debriefing meeting for review and comment.

A documented debriefing meeting must be held within two school days after the use of restraint or seclusion. The parent or guardian of the student must be invited to attend the meeting[2], and the meeting will include staff members involved in the intervention and any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student. The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion:

1. Oral notification of the incident must be provided immediately to a parent or guardian of the student and to the Oregon Department of Human Resources (DHS); and
2. Written notification of the incident must be provided to the DHS within 24 hours of the incident.

If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided within 24 hours of the incident to the superintendent, to the Superintendent of Public Instruction and, if applicable, to the union representative for the affected person, if applicable.

The district shall maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

The district, upon request from DHS regarding an investigation of an incident of restraint or seclusion as suspected child abuse, shall disclose any records preserved to DHS or its designee which are deemed relevant to the subject investigation, in its original format and without any alteration.

The use of a seclusion cell is prohibited.

Student Education Records

[2] "Meeting" means the debriefing meeting at which the audio or video recording will be viewed. (OAR 581-021-0556(9))

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The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records.

"Education records" are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Directory information can be released in accordance with Board Policy JOB – Directory Information. Information considered directory information is included under Directory Information Selection and Acknowledgement or Receipt of Handbook (p. [1]). Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student's birth date and
4. Name of parents/guardians;
5. Date of entry into the school;
6. Name of school previously attended;
7. Courses of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;

The provision of the student's social security number is voluntary. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

Access and Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age, unless the district is provided evidence that there is a court order or parental plan, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student, may inspect and review education records during regular district hours.

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The district shall appoint a hearings officer who shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:

    a. The principal or designated representative;

    b. A member chosen by the eligible student or student's parent(s); and

    c. A disinterested, qualified third party appointed by the superintendent.

4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses, and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Student Privacy Policy Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C., 20202-8520 or studentprivacy.ed.gov.

A copy of the district's education records Board policy and administrative regulation may be obtained on the district's website.

Request for Educational Records

A parent or student may request to view or receive a copy of student records in accordance with Board policy JO/IGBAB-Education Records of Students with Disabilities.

Supervision of Students

Adult supervision is provided to students during regular school hours 8:00am – 3:30pm, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

Talented and Gifted Students (TAG)

The district serves academically talented and gifted students in grades K-12.
This process of identification shall include at a minimum

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:

    a. Students who are racially/ethnically diverse;
    b. Students experiencing disability;
    c. Students who are culturally and/or linguistically diverse;
    d. Students experiencing poverty; and
    e. Students experiencing high mobility.

4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

When a student is identified for TAG, the district shall inform parents of the programs and services available to their student and provide an opportunity for parents to provide input to, and discuss TAG instruction proposed for their student. The instruction provided shall be designed to accommodate the student's assessed levels of learning and accelerated rates of learning. Parents may request the withdrawal of their student from TAG at any time.

If a parent is dissatisfied with the identification process or placement of their student, they may submit an appeal through Board policy KL - Public Complaints or the accompanying administrative regulation, IGBBA-AR - Appeal Procedure for Talented and Gifted Student Identification and Placement. After exhausting the district's appeal procedure and receiving the district's final decision, a parent may appeal the decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 – 581-002-0023. The district shall provide a copy of the OARs upon request.

Title IA Services

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title IA. Students or parents with questions should contact a building administrator or counselor.

Transfer of Education Records

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility, or youth care center in which the student was formerly enrolled and shall request the student's education record.

The district shall transfer originals of all requested student education records relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Wellness

Students may be encouraged or required to participate in physical activity or receive instruction on nutrition or maintaining healthy lifestyles.

General School Information

After-School Activities

Although not school sponsored, the school works with many organizations and supports their after-school youth activities. (Douglas Recreation, Boy Scouts, Girl Scouts, 4-H, and sports groups). Please be aware that most after-school activities are not supervised by school personnel, but by parent and community volunteers. It is important that you make arrangements with these people to assure the safety of your child.

Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The superintendent serves as the district's asbestos program manager and may be reached for additional information.

Assignment of Students to Classes

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the building principal can begin May 1st of the current school year. To change a student's assigned

class at other times must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

Bicycles/Skateboard

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, rollerblades, scooters, or similar devices on district grounds is prohibited. Skateboards, rollerblades, scooters, or similar devices will be confiscated by school authorities. Use of skateboards, rollerblades, scooters, or similar devices on district property during non-school hours is at the user's risk. Skateboards, rollerblades, scooters, or similar devices are prohibited on district property during school hours unless special permission is given by the administrator for a specific activity.

The district assumes no liability for loss or damage of personal property, including vehicles, bicycles, or skateboards, or to injuries caused in the use of them.

Bus Passes

If you wish your child to ride a different bus or get off at a bus stop other than the regular one, you will need to send a note. **Except for emergencies, we cannot accept phone calls**. If there is room on the bus, the secretary will prepare a bus pass for the driver. Drivers will not allow the student to leave the bus at any stop other than the regular stop without a pass. **Please include the PHYSICAL address on all notes**.

Checking Out Students

We are asking for your help so that we can protect and ensure the safety of your child. When you check your youngster out of school, please come to the office and sign the checkout form. At that time, the office staff will call your child out of the class. The record of who is authorized to check out students is kept in the office. This way we can assure you that only someone who has your permission may leave school with your child.

The end of each school day is a time that is especially busy. Homework is assigned, bulletins are handed out, and teachers often review what has been taught. Therefore, prior arrangements for a change of normal end-of-day plans will help all involved.

Classroom Disruptions

We request that telephone calls that require us to disrupt classes be on an emergency basis only. Calls such as "Have Mary go to grandmother's house," or "Tell Ralph to wait until I can pick him up," do disrupt the classroom. **We ask that plans be made ahead of time and that a note be sent with your child in the morning**. Notes to check students out before the end of the school day are also very important and much appreciated. We know how important dentist and doctor appointments are, but if you can make them after school this will avoid disrupting your child's learning. If an emergency arises and you need to get a message to your child, please come to the office or call us and we will get the message to him/her.

Sometimes parents send balloons or flowers to the office to be delivered to the classroom. Teachers have requested that the office not disrupt their instructional time; instead, the child will be called to the office just before the end of the day to pick up gift items. **Balloons or flowers are not allowed on the bus**. Please consider these things if you decide to have balloons or flowers delivered to the school.

We appreciate your cooperation in this matter. More instructional time for your son or daughter means more learning is taking place. This is precious time, and we want to use it to our students' best advantage.

Communicable Diseases

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation GBEB-AR – Communicable Diseases – in Schools. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to contact the office so that other students who have been exposed to the disease can be alerted.

Parents with questions should contact the school office.

Complaints

Instructional Materials Complaints

Concerns and complaints regarding instructional materials from students or parents should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal concern, a "Reconsideration Request Form for Reconsideration of Instructional Materials" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in navigating housing instability.

CONCUSSIONS AND TRAUMATIC BRAIN INJURIES

Upon receipt of written notification from a parent or guardian that a student has been diagnosed with a concussion or other brain injury by a health care professional and that accommodations are being requested, the district shall follow all procedures developed by the Oregon Department of Education (ODE) to develop and implement an immediate and temporary accommodation plan. Written notice is not required for the district to begin following concussion protocols.

Any accommodations will be communicated to the parent or guardian, to all teachers who provide instruction to the student and to other employees who have regular responsibilities for the student's supervision or health.

Accommodations will be in effect no later than 10 school days after the written notification is received by the district and will be reviewed as needed, but no later than every two months.

For information related to concussions and participation in sports, see School Sports Participation.

Public Complaints

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The district's complaint procedure is on the district's website.

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the principal. The principal shall evaluate the complaint and render a decision within five working days after receiving the complaint.

If the complaint is not resolved, within 10 school days of the meeting with the principal, the complainant, if they wish to pursue the action, shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved and prepare a report of findings and conclusion and provide the report in writing or in an electronic form to the complainant within 10 school days after receiving the written complaint.

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five school days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the superintendent's decision is final. The complainant shall be informed in writing or in electronic form of the Board's decision within 20 school days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

Complaints against the principal may be file with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from, or otherwise left the district.

Bias Incident Complaints

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

"Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

"Symbol of hate" means nooses, symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property[3], or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.

Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)

See administrative regulation JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the special education director.

Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis by law should contact the building principal. The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-075-0001 – 581-075-0045.

Division 22 Education Standards Complaints

Any resident of the district, parent of a student attending district schools or a student attending a school in the district may make an appeal or complaint alleging violation of the district's compliance with a Division 22 educational standard as provided by the State Board of Education.

The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint with 90 days of the initial filing of a complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Suspected Sexual Conduct with Students by District Employees, Contractors, Agents and Volunteers of the District

Sexual conduct by district employees, contractors, agents, and volunteers is not to be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy JHFF/GBNAA – Suspected Sexual Conduct with Students and Reporting Requirements.

"Sexual conduct," means verbal or physical conduct or verbal; written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are: 1) sexual advances or requests for sexual favors directed toward the student; or 2) of a sexual nature that are directed toward the student, have the effect of unreasonably interfering with a student's educational performance, or create an intimidating, hostile or offensive educational environment. "Sexual conduct" does not include touching that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent.

"Student" means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The district will post in each school building the name and contact information of the licensed administrator designated for the respective school buildings to receive sexual conduct reports, and the procedures the designee will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports at McGovern Elementary School is the building principal. In the event this person is the suspected perpetrator; the superintendent or Board chair shall receive the report. When the personnel director or superintendent takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools. This training will be offered separately from the training provided to district employees.

1. Prevention and identification of sexual conduct;

2. Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and

3. Appropriate electronic communications with students.

To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

Students with Sexual Harassment Complaints

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures

See administrative regulation JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

See administrative regulation JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

To view JBA/GBN-AR(1) click HERE
To view JBA/GBN-AR(2) click HERE

Talented and Gifted Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the District TAG Coordinator who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the Deputy Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. A copy of the OAR will be provided upon request.

Damage to District Property

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. This includes damage to the district's network and other electronic systems. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed.

Drug, Alcohol, Tobacco Prevention Program

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Drug, alcohol, and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students. The district will maintain a drug-free educational environment.

An intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

Parents are encouraged to contact the office for information on district and community resources available to assist students in need.

Emergency Drills – Fire, Earthquake, Safety Threats and Other Emergency Drills

1. Instruction and drills on emergency procedures including fire, earthquake and safety threats shall be conducted for at least 30 minutes each school month.

2. Fire drills will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year.

3. At least two drills on earthquakes for students will be conducted each year for students in all grades. Drills and instruction on earthquake emergencies shall include the response procedure known as "drop, cover, and hold on."

4. At least two drills on safety threats will be conducted each year for students in all grades. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.

5. A map/diagram of the fire escape routes is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;

2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

Emergency School Closure

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, and early dismissal of students.In either case, the decision will be announced over area stations, including:

KGRV	(700 AM)	KRBR	(950 AM)
KRNR	(1490 AM)	KRSB	(103.1 FM)
KQEN	(1240 AM)	KPIC	(CH. 4)

We will notify these stations by 6:30 AM, with updates as needed.
Flash Alert and ParentSquare will be used, as well. Please visit the school district website www.wdsd.org **to sign up or renew your account.**

Emergency Medical Treatment

A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

Extracurricular Activities

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics, and other activities has to offer.

Interested students should contact the office for additional information.

Fees, Fines and Charges

A request to waive the student's debt must be submitted in writing to the principal or designee. Fees, fines, and charges owed to the district may be waived at the discretion of the principal or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;

3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt.

Such requests must be received no later than 10 calendar days following the district's notice.

All such restrictions and/or penalties shall end upon payment of amount owed.

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies (e.g., pencils, paper, erasers, and notebooks) and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrument rental and uniform maintenance;
8. Optional student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Fees for use of towels provided by the district for P.E. classes or athletics;
12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities.]

No student will be denied an education because of an inability to pay supplementary fees.

Field Trips

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

Flag Salute

Students shall receive instruction in respect for the National Flag and will be provided an opportunity to salute the United States Flag at least once a week by reciting *The Pledge of Allegiance*.

Individual students who do not participate in the salute must maintain a respectful silence during the salute.

Food Service

(Implemented 7/1/15)

CIVIL RIGHTS COMPLAINTS PROCEDURE:
A "Justice for All" poster is displayed in a visible place for students and parents to see in the cafeteria, school offices, and the District Office. The following procedure is followed, in order, when a student or parent approaches a cafeteria staff member with a civil rights concern:

1) Civil Rights Complaint Received by Sponsor (Verbal or Written)
2) Civil Rights Complaint Documented in Civil Rights Complaint Log
3) Sponsor gives Complainant Civil Rights Complaint Form and/or Sponsor Completes Civil Rights form with Complainant
4) If Complainant Returns Civil Rights Complaint Form to Sponsor, Sponsor Forwards Civil Rights Complaint Form to ODE within 3 working days.

Each school kitchen site shall provide assurance that they agree to compile data, maintain records, and submit reports, as required, to permit effective enforcement of the nondiscrimination laws. Food service staff will permit authorized departments and USDA personnel, during normal working hours, to review such records, books, and account as needed to ascertain compliance with nondiscrimination laws. All Food Service employees are trained yearly on civil rights procedures.

PAYMENT FOR MEALS AND CHARGES:
Adults pay $5.00 for a lunch and $3.00 for breakfast, regardless of what components they choose.

MEDIUM OF EXCHANGE:
All meals are counted at the POS and all Cashiers/Cooks receive training on Offer vs. Serve and school nutrition guidelines.

MENU PLANNING OPTION:
Offer vs. Serve is used at all schools. Students must take three of the five offered components (fruit, vegetable, dairy, grain, meat/meat alternate) with a minimum of ½ c serving being either a fruit or a vegetable or a combination of both. For breakfast, students must take three of the four offered components with a minimum of ½ c serving being either a fruit or a vegetable.

ELIGIBLE STUDENTS:
National School Lunch and Breakfast Programs are available to all Winston-Dillard School District #116 students, Pre-K through 12th grade.

TRANSFERS AND DROPS:
Transfers: Students who transfer from one Winston-Dillard School to another intra-district site are tracked through Synergy the District student information system. Once the information is entered the student will automatically be updated the following day in Mealtime.

No Longer Enrolled: The same procedure as for transfer students is used for students no longer enrolled at Winston-Dillard School District.

INTERNAL CONTROLS:
Information from each site's daily closeout is immediately available for review by the District Office. Cashiers and Secretary have their own password to access the system which should not be shared with others. This allows the District Office the ability to track whom the transaction was entered by.

The District Office does edit checks for each daily meal count at each site, using the appropriate year's attendance factor. The District Office will conduct site monitoring annually before February 1st of each year.

SECOND MEAL POLICY:
If a student would like to purchase a second meal, it can be purchased at full price. It is counted as an a la carte sale and students must have funds on their accounts to pay for it. A second meal is never put into the POS as a reimbursable meal. This policy applies to all students regardless of status.

ADULT MEALS:
All adult sales are registered as adult and charged the full price of the meal regardless as to what part of the meal they choose. Adult meals are entered in the POS separately from reimbursable meals.

ALLERGIES AND SPECIAL DIETARY RESTRICTIONS:
Food allergies, intolerances, and special dietary needs are observed for students who have a medical statement on file, which is signed by a physician. Copies of the special diets/allergies are located at each site. The Cashiers and Cooks are aware of those students with restrictions through communication with school office staff and is flagged in the POS.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866)377-8642 (relay voice users). USDA is an equal opportunity provider and employer."

Fund Raising

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 10 days before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body business manager serves as the student government representative in administration of student activity funds.

Pediculosis (Head Lice)

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel.

School personnel will notify the parent or guardian of a student found with head lice and may provide information on treatment. The student will be allowed to remain in school.

Immunization and Vision/Dental Screenings

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious, philosophical beliefs and/or medical exemption, the student is not immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. The student's parents or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

The parents or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

1. A vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the educational program, submit a certification that the student has, received a dental screening within the previous 12 months.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parents or guardian of the student;
3. The dental screening is a burden, as defined by the State Board of Education, for the student or parent or guardian of the student

Lost and Found

Children and parents are invited to search through the lost and found for missing personal articles. Please ask the school office where to locate lost and found bin. Unclaimed articles will be disposed of at the end of each semester. Loss or suspected theft of personal or district property should be reported to the school office. The district will not be responsible for the loss of, or damage to personal property. **Parents are encouraged to write the child's first and last name in coats, hats, sweatshirts, etc.**

Media Access to Students

Media representatives may be allowed to interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Medication Administration

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themself, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis[4], or a need to manage hypoglycemia, asthma, or diabetes.

Students may be permitted to take medication and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations, and the following:

Request and parental permission for the district to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.

Written instructions of the prescriber are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration, any other special instructions, and the signature of the prescriber. A prescription label prepared by a pharmacist at the direction of a prescriber meets the requirements for written instructions from the prescriber, if the information above is included (excluding the signature).

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer nonprescription medication (parental signature in place of prescriber signature).

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

A request to the district to administer non-prescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law.

A process shall be established by which, upon parent written request, a backup prescribed auto-injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

The information provided in this Handbook is subject to periodic change, modification, updating and clarification.

Premeasured Doses of Epinephrine - A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

Naloxone -Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

Self – Medication

Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
2. Permission from a building administrator, prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the student's response to the medication.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

A request to the district to administer or allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

Students may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage: in these situations, the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

Posters

Signs, banners, or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

Release Time for Religious Instruction

Students may be excused from school for religious instruction, not to exceed two hours for grades 1 through 8 and five hours for grades 9 through 12 in any school week.

Reports to Student and Parents

Written reports of student grades or progress reports shall be issued to parents at least annually informing parents of their student's progress toward achieving the academic content standards. Standard-based grades or letter grades will be used. Progress reports will be based on many factors including assignments, both oral and written, class participation, special assignments, research activities, and other identified criteria. Parents will receive reports on their student's absences.

At the end of the first three weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

Progress reports must be signed by the parent and returned to the district within three days.

School Hours

SCHOOL HOURS ARE MONDAY THROUGH THURSDAY FROM 8:00 AM – 3:30 PM. Supervision before school begins is limited to the availability of school personnel. There will be an adult on morning supervision duty at 7:45 a.m. Please do not send your child to school before this time, as doors will not open until 7:45 a.m. Due to the large number of busses in the morning and afternoon, we ask that parents dropping off and picking up use the roundabout in front of the building and not the bus lane on the side of the building. We appreciate your awareness in keeping our parking lot safe for students and families at McGovern. PLEASE DO NOT PARK AND EXIT YOUR CAR IN THE DROP OFF LANE.

Social Events

The rules of good conduct and grooming shall be observed for social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.

Surveillance Cameras

Stationary cameras may be used in public areas of the school campus. These recordings are used to increase student safety and maintain school property.

Telephones

We want to assist you and your children at all times. However, the school telephones are for school business and emergency use. The students are expected to make social arrangements prior to leaving home.

Visitors

Parents and other visitors may visit district schools after scheduling such visits with the principal or designee. To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are scheduled, all visitors must report to the school office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

When you visit the school, it is important that we know you are in the building. **Please stop at the office and check in.** Any time you wish to observe your child's classroom, just give us a call, and we will be happy to make arrangements for you to do so.

- For security reasons, visitors, **including parents**, must come to the office to make arrangements for classroom visits or student pickup. Going unannounced to the classroom during instructional time can also disrupt the learning process. We appreciate your cooperation in this matter.
- Visit by Non-Enrolled Children- Visits to rooms during class time by pre-school, middle school, high school, or non-enrolled students are not permitted without prior administrative and teacher permission.
- Guests may visit during the lunch hour with permission from the office. Visitors who wish to eat lunch will need to purchase meals in the front office.

Volunteer Programs

Parents are always welcome at McGovern Elementary School. There are many opportunities for you to assist in the classrooms, lunchroom, or on the playgrounds. We have a Volunteer Parent coordinator who will be happy to help get you involved. If you wish to observe a class, please call and we will set up a time.

Student Conduct

Attendance Policy

The information provided in this Handbook is subject to periodic change, modification, updating and clarification.

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Persons having legal control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to send the child to school and maintain regular attendance during the entire school term.

All students five years of age who have been enrolled in a public school are required to attend regularly. Persons having control of a child, who is five years of age and who have enrolled the child in a public school, are required to send the child to school attend and maintain the child in regular attendance during the school term.

Staff will monitor and report violations of the state compulsory attendance law. A citation for violation of ORS 339.035 may be issued.

A parent will be issued a written notification in the native language of the parent, and the superintendent or designee will schedule a conference with the nonattending student and their parent(s) to discuss attendance requirements. At this time, the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a notice by the district for the student's failure to attend school.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child may be a Class A violation. See ORS 163.577.

Each school shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal or religious considerations.

A student who must leave school during the day, must bring a note from their parent, must have a parent visit the office to pick up the student or must have a parent send a communication to the school via phone, email, or ParentSquare. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The school office will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any unexcused reason will not be allowed to participate in school-related activities on that day or evening.

In order for an absence to be excused, a parent must communicate the reason for the absence by phone, email, or ParentSquare. A student's absence from school or class will be excused under the following circumstances:

A. Absence Types

1. **Excused Absence:**
    - Illness including mental and behavioral health of the student;
    - Illness of an immediate family member when the student's presence at home is necessary;
    - Emergency situations that require the student's absence;
    - Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year.
    - Field trips and school-approved activities;
    - Medical or dental appointments. Confirmation of appointments may be required;
    - Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.
2. All other absences will be classified as **Unexcused Absences**.
3. **Prearranged absences** will be processed according to the following guidelines:
    a) Prearranged absences are limited to five (5) per 3 month period.
    b) The student's academic and attendance records are satisfactory
    c) Prearranged absence requests are required for anticipated absences of three (3) or more
    d) Students are responsible for all missed course work
    e) Parents are required to submit prearranged absence forms to their teachers prior to approval in advance of the absence
    f) School officials shall determine whether a prearranged absence is excused or unexcused

B. Notification

1. Parents must contact the school, by telephone or signed note, within 48 hours of the student absence. After 48 hours, the student absence will be classified as truant (see truancy policy).
2. Student absences will be excused according to school policy (see above)
3. Parents may also excuse absences with prior notification to the school
4. Parents will be notified each day a student is marked unexcused absent by our automatic calling system. The system will call the primary contact number listed in the student's records.

C. Truancy

A student who is absent from school without a valid excuse or from any portion of the school day without permission may be considered truant. Students who arrive late or leave early for reasons that cannot be excused in accordance with state law must:

1.Check in/ Check out through the main office

Students who are consistently truant may be subject to disciplinary action including detention, according to the discipline matrix.

To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

Cell Phones

At McGovern, we understand that students may need access to cell phones to contact parents before and after school. Based on this understanding, students are allowed to have cell phones at school. However, cell phones need to be turned off and "out of sight" during the school day. This includes text messaging as well as making phone calls. Cell phones that are not "out of sight" will be taken and brought to the office. Students may pick up their phone after school, if it is their first offense. Subsequent offenses will require a parent to pick up the student phone. Furthermore, McGovern Elementary is not responsible for lost or stolen cell phones.

Computer Use

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including e-mail access, is permitted when consistent with board policy and administrative regulations and when during the school day.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The on-line activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the

district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring.

By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

Students' who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

Dress and Grooming

At McGovern, dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards. Therefore, we have established some guidelines to assist in preparing students for learning and future endeavors:

1. Clothing should appropriately cover the torso, including all personal parts of the body.
2. Clothing that allows the display of undergarments, backside, or midriff is inappropriate.
3. Shorts/skirts/dresses should be at least mid-thigh in length depending on the body type and appropriate coverage.
4. Pants are to be secured at the waist either by natural fit or by a belt.
5. Shirts/tops are to cover the stomach/backside and should extend over the top of the pants so that the stomach/backside remains covered during all activities.
6. Tank tops may be worn alone if they are cut close under the arm and cover any undergarments at all times. Loose fitting tank tops or very tight-fitting tank tops are to be worn with another shirt over or under them.
7. Halter or single strap tops are not permitted. This includes spaghetti straps.
8. Open-toed footwear or flip-flops create a potential for injury and should not be worn during physical activity, such as P.E.
9. All students should have shoes available that allow for safe participation in P.E. and on the playground (i.e., Tennis Shoes).
10. Clothes that promote violence are not acceptable.
11. Clothing with slogans or images of alcohol, tobacco, or other drugs is not permitted.
12. Clothing with inappropriate language, pictures, or logos is not acceptable.
13. No hats or hoods are to be worn in the building; they may be worn outside.
14. No pajamas should be worn to school.

Students will be asked to change or cover unacceptable clothing.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;

5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior

Student Code of Conduct

Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state law

The district has authority and control over a student at school during the regular school day, at any school or district-sponsored activity, regardless of time or location, and while being transported in district-provided transportation.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school – sponsored events, while at other schools in the district, and while off campus whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying or menacing, or cyberbullying as prohibited by Board policy JFCF/GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing and accompanying administrative regulation or cyberbullying, as prohibited by Board policy JFCFA/GBNAA - Cyberbullying;
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing or using a weapon*** as prohibited by Board policy JFCJ - Weapons in the Schools;
8. Vandalism/Malicious Mischief/Theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students including willful damage or destruction to district property; or to private property on district premises or at school-sponsored activities;
9. Sexual Harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
10. Possession, Distribution, or use of tobacco products, inhalant delivery systems, alcohol or drugs, or other controlled substances including drug paraphernalia as prohibited by Board policy(ies)
11. Use or display of profane of obscene language;
12. Disruption of the school environment.
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school or classroom rules.

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

In accordance with the federal Gun-Free School Zone Act, possession, or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful manufacture or delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.

To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

Discipline Definitions

Detention: Detention is a short term, supervised exclusion of the student. Detentions are served at recess times and students are required to bring material to work on for the duration of the detention.

Suspension: A student whose conduct or condition is seriously detrimental to the school's best Interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful disobedience and violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures district property.

The use of out-of-school suspension for discipline of a student in the fifth grade or below, is limited to: a) nonaccidental conduct causing serious physical harm to a student or employee; b) when a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or c) when the suspension is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term, and unit examinations without an academic penalty.

Expulsion: Students may only be expelled for any of the following circumstances:
a) when a student's conduct poses a threat to the health or safety of students or employees;
b) when other strategies to change the student's conduct have been ineffective, except that expulsion may not be used to address truancy; or
c) when required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to:

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law as part of the expulsion process.

Discipline / Due Process

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the district is based upon a philosophy designed to produce behavioural changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, they may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

No student will be subjected to corporal punishment.

The district may provide information regarding recovery schools to students being disciplined for substance abuse violations.

Discipline of Disabled Students

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing

Hazing, harassment, intimidation, menacing, cyberbullying or bullying, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation or bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of this Board policy JFCF and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials.

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment, i.e., personal servitude; sexual stimulation/sexual assault; forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements; forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person's willingness to participate.

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
3. Creating a hostile educational environment including interfering with the psychological wellbeing of the student.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, and familial status, source of income or disability.

"Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational environment may also be considered cyberbullying, harass, intimidate or bully.

"Menacing" includes, any act intended to place a student in fear of imminent serious physical injury.

"Retaliation" means any acts of, but not limited to, hazing, harassment, intimidation, menacing, bullying, or acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting or participate in the investigation of hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

The principal will take reports and conduct a prompt investigation of any reported act of hazing, harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating Violence or Domestic Violence - Student shall immediately report their concerns to the principal who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating violence or Domestic Violence – Students shall immediately report their concerns to the principal who has overall responsibility for all investigations. A report made by a student or volunteer may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

The district shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356).

All reports will be promptly investigated in accordance with the following procedures:

Step 1 Any reports or information on acts of hazing, harassment, intimidation, menacing, or bullying or acts of cyberbullying (e.g., complaints, rumors,) shall be presented to the building principal. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

Step 2 The principal receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The principal will arrange such meetings as may be necessary with all concerned parties within five school days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the person making the report within 10 working days of receipt of the information or report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 2 If the person making the report is not satisfied with the decision at Step II, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 school days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within 10 working days.

Step 4 If the person making the report is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within 30 days of receipt of the appeal by the Board.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of harassment, intimidation or bullying, cyberbullying, and documentation will be maintained as a confidential file in the district office.

To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

Personal Electronic Devices

Student use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours, except as provided below. Except as otherwise provided in this policy, "personal electronic device" means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school's network infrastructure. This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

Personal electronic devices may be used when use complies with the terms of:
1. The student's medical provider's order for the care and treatment of a medical condition;
2. The student's individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);
3. A written exemption provided for the student based on a request received in JFCEB-AR. School administration will respond to such a request within 12 school days.

Personal electronic devices may be kept by students in lockers or backpacks, but personal electronic devices are not to be stored on the student's person or in the student's clothing during regular instructional hours.

Personal Electronic Devices and Social Media

Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.

Personal electronic devices brought to school may be used for appropriate/approved classroom or instruction related activities. Devices that have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.

The district will not be liable for personal communication devices brought to district property and district-sponsored activities. The district will not be liable for information/comments posted by students on social media websites, when the student is not engaged in district activities, and not using district equipment

Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the building principal will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal

agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

The district will not be responsible for the loss of, or damage to, personal property.

Student Searches

District officials may search the student, their personal property, and property assigned by the district for the student's use on district property or when the student is under the jurisdiction of the school when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation, or school rule, or which the possession or use of is prohibited by such law, policy, regulation, or rule.

District-owned storage areas assigned for student use, such as lockers, and desks, may be routinely inspected. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance or proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation, or school rule may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning of Students

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation except as provided below.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

Student Suicide Prevention

See districts suicide prevention plan at the following location-
http://winstondillard.cyberschool.com/files/user/2/file/WDSD_Suicide_Prevention_Plan.pdf

Tobacco-Free Environment

Student possession, use, sale, or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored

activities is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. A student may be referred to law enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school.

"Tobacco product" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

"Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device, or a component of a device; or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

Threats

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass or intimidate another. Additionally, false threats, to damage school property, will not be tolerated.

Students in violation of the district's Board policy JFCM – Threats of Violence will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

Transportation of Students

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

Transportation Rules

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;

13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Transportation Discipline Procedures

When a discipline concern arises on a vehicle serving a regular route or trip, the school administrator will implement the discipline matrix consequences. Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

Handbook revisions can be made at any time as deemed necessary by the building principal

Administrative Discipline Matrix – Elementary

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Attendance Incidents					
Tardiness	E	E	F, H, P	H, P	H, P
Truancy	F	F, H	F, I, O, P	F, I, O, P	F, I, O, P
Leaving Class Without Permission	A, C, E, R	A, C, F, G, S	A, D, I, K, T	A, D, I, K, M, T	A, D, I, K, T
Out of Assigned Area	A, C, E, R	A, C, F, G, S	A, D, I, K, T	A, D, I, K, M, T	A, D, I, K, T
Rule Violation Incidents					
Dress Code	C, E or F, MM	C, E or F, F, MM	E or F, D, F, Q, MM	F, R, MM	D, I, S, MM
Cheating/Plagiarism	A, B, E	A, C, E, Q	C, E, R	D, F, S	D, I, K, T
Recess Detention – Unserved	F, R	F, S	F, T	F, V, K	F, V
Loud Voice/Yelling/Noise Making	A, B, E	A, C, E, G, Q	C, E, R	D, F, I, S	D, F, I, K, T
Name Calling - Teasing	A, B, E	A, C, E, G, Q	C, E, R	D, F, I, S	D, F, I, K, T
Insubordination	A, B, E	A, C, E, G, Q	C, E, R	D, F, I, S	D, F, I, K, M, T
Disruptive	A, B, E	A, C, E, G, Q	C, E, R	D, F, I, S	D, F, I, K, M, T
Profanity – Use of insulting/obscene lang.	A, B, E	A, C, E, J, G, Q	C, E, R	D, F, I, M, S	D, F, I, K, T
Playground Rule Violation	A, C, E	A, C, E, Q	D, F, R	D, F, S	D, F, I, K, T
Cafeteria Rule Violation	A, C, E	A, C, E, Q	D, F, R	D, F, S	D, F, I, K, T
Bathroom/Hallway Rule Violation	A, C, E	A, C, E, Q	D, F, R	D, F, S	D, F, I, K, T
Weapons (non-firearm)	D, F, L, V, NN	D, F, L, I, V, LL	D, F, L, X, LL, HH	D, F, L, Y, LL, HH	F, HH, II
Weapons (firearm)	F, HH, II				

Action Legend - Administrative Consequences/Interventions

Documentation in Synergy/SWIS and parent contact is required for all violations requiring administrative action. School administration will make a reasonable effort to contact a student's parent with a phone call, by mail, or a scheduled parent meeting. Discipline for students with disabilities shall be in accordance with state and federal laws and Winston – Dillard School Board Polices. School Administration has the ability to apply consequences as appropriate.

The information provided in this Handbook is subject to periodic change, modification, updating and clarification.

Action Legend - Administrative Consequences/Interventions

A. Verbal Warning Teacher - Redirect	O. Referral to Truancy Officer	CC. Consultation with Law Enforcement
B. Incidental Violation Form Completed	P. Recess School	DD. Bus Referral – Verbal and Written Reprimand
C. Minor Referral Form Completed	Q. Recess Detention (1)	EE. Bus Referral – 1-5 Day Bus Suspension
D. Major Referral Form Completed	R. Multiple Recess Detentions (2-3)	FF. Bus Referral – 5-10 Day Bus suspension
E. Parent Contact – Teacher	S. Multiple Recess Detentions (4-5)	GG. Bus Referral – Removal from School Bus
F. Parent Contact – Administrator/PBIS Member	T. Multiple Recess Detentions (5-10)	HH. Referral to Law Enforcement/SRO
G. Student Virtues Assessment	U. In-School Suspension (less than a day)	II. Mandatory Recommendation for Expulsion
H. Referral/Letter sent home	V. In-School Suspension (1-4 days)	JJ. No Contact Order w/written Contract
I. Mandatory Parent Meeting	W. Out of School Suspension: 1-2 Day	KK. Restitution of Damages
J. Verbal Warning Administrator/PBIS Team Member	X. Out of School Suspension: 3-4 Day	LL. Threat Assessment
K. Collaborative Problem Solving/SST Referral	Y. Out of School Suspension: 5-6 Days	MM. Student changes clothes
L. Confiscation (when applicable)	Z. Out of School Suspension: 7-8 Days	NN. Student Safety Plan
M. Referral to Behavioral Specialist	AA. Out of School Suspension: 9-10 Days	
N. Mandatory Behavior Contract	BB. Out of School Suspension pending an investigation	

Action Legend - Administrative Consequences/Interventions

Documentation in Synergy/SWIS and parent contact is required for all violations requiring administrative action. School administration will make a reasonable effort to contact a student's parent with a phone call, by mail, or a scheduled parent meeting. Discipline for students with disabilities shall be in accordance with state and federal laws and Winston – Dillard School Board Polices. School Administration has the ability to apply consequences as appropriate.

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Administrative Discipline Matrix – Elementary

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Acts against person					
Bullying	D, F, I, M, N, W, LL	D, F, I, K, M, N, X, JJ	D, F, I, K, M, N, Y,	F, II	
Harassment	D, F, I, M, N, W	D, F, I, K, M, N, X, LL, JJ	D, F, I, K, M, N, Y	F, II	
Physical Aggression (Fighting, Non-Accidental)	D, F, G, M, V	D, F, M, N, W, JJ	D, F, I, K, M, N, X, JJ, LL	D, F, I, K, M, N, Y, JJ, LL	F, II
Physical Altercation/Confrontation	A, C, E, G, R	A, C, E, M, S	D, F, K, T	(See Physical Aggression/Bullying)	
Direct Threats	D, F, G, M, V	D, F, K, M, N, W, JJ, LL	D, F, I, K, M, N, X, JJ, LL	D, F, I, K, M, N, Y, JJ, LL	F, II
Profanity Directed Towards Staff Member	A, C, E, G, R	A, C, E, M, S	D, F, I, K, S, T	(See Direct Threats)	
Theft	D, F, L, G, KK, R	D, F, I, L, S, CC, KK	D, F, I, L, M, T, HH, KK	D, F, I, L, M, V, HH, KK	D, F, I, L, M, V, HH, KK
Spitting	A, C, F, G, M, R	A, C, F, M, S	D, F, I, K, T	D, I, K, M, V	D, I, W
Substance Abuse/Drug Incidents					
Tobacco – Use/Possession/Sale (JFCG-AR)	I, L	F, I, L, R	F, I, L, V	F, I, X	F, II
Alcohol – Use/Possession/Sale	I, L	I, L, R, CC	I, L, W, HH	I, L, X, HH	F, II
Drugs – Possession/Use/Sale	I, L	I, L, R, CC	I, L, W, HH	I, L, X, HH	F, II
Property Incidents					
Theft	D, F, L, G, KK, R	D, F, I, L, S, CC, KK	D, F, I, L, M, T, HH, KK	D, F, I, L, M, V, HH, KK	D, F, I, L, M, V, HH, KK
Vandalism/Damage to property	D, F, L, G, KK, R	D, F, I, L, S, CC, KK	D, F, I, L, M, T, HH, KK	D, F, I, L, M, V, HH, KK	D, F, I, L, M, V, HH, KK
Technology – Inappropriate Use	A, C, E, J, R	A, C, F, M, S	D, F, H, K, T	D, F, H, N, V	D, F, I, K, N, V

Action Legend - Administrative Consequences/Interventions

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Action Legend - Administrative Consequences/Interventions

A. Verbal Warning Teacher - Redirect	O. Referral to Truancy Officer	CC. Consultation with Law Enforcement
B. Incidental Violation Form Completed	P. Recess School	DD. Bus Referral – Verbal and Written Reprimand
C. Minor Referral Form Completed	Q. Recess Detention (1)	EE. Bus Referral – 1-5 Day Bus Suspension
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Administrative Discipline Matrix – Elementary

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Bus Behavior Incidents				
Level One Violation: Eating/Drinking/Chewing Gum.. Failure to sit as assigned by bus driver.	F, DD	F, EE, I	F, I, FF	F, GG
Level Two Violation: Disrupting or distracting i.e., horseplay, yelling, profanity etc. and disobeying the bus driver. Standing up and or/move from seats while the bus is in motion, and inappropriate remarks. Failure to utilize required safety equipment on the bus. Throwing objects.	F, DD	F, EE, I	F, I, FF	F, GG
Level Three Violation: Any disruptive activity which might cause the driver to stop in order to reestablish order; Placing head, arms, and legs outside of the window. Threats against the bus driver, and passengers on the bus. Profanity directed at the bus operator or bus attendant. Physical aggression, chewing tobacco, or smoking on the bus. Throwing objects out the bus window or at the bus. Vandalism of seats or other bus equipment. Opening the emergency door while the bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus driver.	F, EE	F, I, FF	F, I, GG	

Action Legend - Administrative Consequences/Interventions

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FIELD TRIP REQUESTS

November 18, 2026

10/27/2026	BES	Haaby & Knights 1st Grade (50)	Brosi Orchard Pumpkin Patch
10/28/2026	BES	Black's K/1st Grade (25)	Brosi Orchard Pumpkin Patch
11/5/2026	DHS	Choir (8)	Sutherlin High School - Senior High Choir Rehearsal
11/6/2026	DHS	Ag Business/FFA (8)	Glide High School - AG Sales Career Development
11/7/2026	DHS	Marching Band (22)	Autzen Stadium - Marching Band Competition
11/10/2026	DHS	Honor Choir (6)	Sutherlin High School - Honor Choir Event
11/11/2026	DHS	Cheer (10)	Perform at Roseburg Veterans Day Parade
11/11/2026	DHS	Marching Band (22)	Perform at Roseburg Veterans Day Parade
11/12/2026	DHS	FFA (12)	Roseburg High School - Leadership Event
11/18/2026	DHS	DLC Class (30)	Douglas County Museum
11/24/2026	MES	4th Grade (65)	Wildlife Safari
12/8/2026	BES	1st Grade Haaby's Class (24)	Winston Senior Center - Sing carols

WINSTON-DILLARD SCHOOL DISTRICT BOARD OF DIRECTORS
District Office Board Room
620 NW Elwood Dr. Winston OR 97496
October 14, 2026 at 7:00 PM - MINUTES

REGULAR SESSION

PRESENT: Brett Bustrum Susan Chase Lorna Quimby Curt Stookey
Kevin Wilson Kim Frady

1. **Call To Order:** 7:00 pm

2. **Pledge of Allegiance:** Was led by Braeden Busey.

3. **Roll Call** - Establishment of a Quorum: Four of the five board members in attendance. (Brett Bustrum, Susan Chase, Lorna Quimby, Curt Stookey)

4. *Superintendent Academic Awards - Elementary*

4.A. Brockway Elementary School - *Oliva Lopez*

4.B. Lookingglass Elementary School - *Mallorie Dowdy*

4.C. McGovern Elementary School - *Samuel Keomanivong*

5. **Douglas High School Student Report**
Braeden Busey, ASB President reported that fall sports are in the process of wrapping up their season. The DHS Marching Band recently competed in the Pacific Northwest competition, and it is said it was their best performance. Homecoming week was a success with various activities. The football team won against Coquille 50 to 8 and the advanced culinary class sold out on their mac and cheese with pork belly and bacon. The homecoming dance theme was "Rio After Dark". He reported that the students had a blast. Upcoming events include a blood drive on November 4th and winter sports will be underway soon.

6. ***INTERMISSION***

7. **SUPERINTENDENT REPORT**

7.A. **Enrollment:** Mr. Wilson said that in comparison to where we were last year we are down 17 students but in comparison to June we are back up. We are seeing the same trends across the state and region.
Attachments: (1)

- (10) Oct 2026

8. **Directors Report:** None at this time.

9. **ITEMS OF DISCUSSION**

9.A. **Secondary Student Handbooks 1st Reading**
The board was provided the updated student handbooks for Douglas High School and Winston Middle School.

Attachments: (3)

- DHS Student Handbook Master Copy Final
- WMS Handbook 26-27
- Student_Handbook_Master - docx

9.B. **Division 22 Standards Report**

The annual report was provided to the board to review. Mr. Welker, Director of Instructional Services explained that the report is a list of everything the legislature requires the district to do. One of the hot topics around the state is regarding instructional hours, and our district did meet the requirements. The state has determined that more than half of the districts in the state are not meeting their instructional hours due to balancing budgets, etc. Mr. Welker acknowledged the hard work of the board and Kim Frady, Chief Financial Officer, balancing the district's budget and meeting those state requirements. However, the state will be making a ruling that districts will not be allowed to count the professional development or parent teacher conference hours. This will affect the instructional hours at the secondary level, but plans are already in the work to adjust in order to meet the requirements.

Attachments: (3)

- WDSD Compliance Division 22
- WDSD Instructional Hours 26-27
- WDSD Instructional Hours without Conferences or PD

9.C. **Outdoor School Grant**

Mr. Welker reported the district was awarded $51,781 from Measure 99 once again to cover the cost of outdoor school. The plan is to attend Camp Grove out of Cottage Grove. The students and staff really enjoyed visiting that camp last year and had a great experience while there.

Attachments: (2)

- Outdoor School Overview for Board Packet 2026
- Outdoor School Camp Grove Camp

9.D. **OSBA Policy GCBDD/GDBDD - Sick Time**

Mr. Wilson shared with the board that OSBA does not interpret this as a requirement to adopt a policy on sick leave and procedure is found in the collective bargaining agreements which the district does follow. Mr. Wilson said that he and Kim Frady, CFO, made some proposed changes to the language that OSBA recommends and found the policy is appropriate and does not impede nor does it interfere with any contract language. It was recommended to move this to Action Item 11.A.

Attachments: (1)

- GCBDD GDBDD Sick Time

9.E. **OSBA Board of Directors Position #9 1st Reading**

OSBA's Board of Directors Position #9 is up for re-election. The board will take a month to review incumbent Jacqueline Crook's nomination, questionnaire and resume. Action on this item will take place at the November board meeting.

Attachments: (2)

- BODPosition9CrookNomination
- BODPosition9CrookQA

9.F. **OSBA Resolution 1 - 1st Reading**

OSBA Board of Directors adopted a resolution to amend the OSBA Bylaws and is referring it to the school board to consider and adopt during the 2026 election cycle. Action on this item will take place at the November board meeting.

Attachments: (2)

- EX20261005OSBA-Governance-Change-Summary-FINAL

- EX20261001-Resolution-2026-Bylaws-Amendments-FINAL

9.G. **Doug Rec Storage Container at Winston Middle School**
Doug Rec has requested to be approved to place a 20' storage container on the middle school property. This would require working with district maintenance for prepping a pad and placement of the container. The district will create a MOU and present it to the board at the November meeting.

9.H. **Field Trip Requests**
Attachments: (1)
- FT Requests for Oct 2026

10. **ADOPTION OF CONSENT AGENDA**

10.A. Financial Statement
Attachments: (2)
- Financial Statements - GF - 09.30.26
- Financial Statements - Other Funds - 09.30.26

10.B. Minutes

10.B.1. Regular Session September 9, 2026
Attachments: (1)
- Sept 9, 2026 Reg Sess Minutes

10.C. Recommended Student Inter-District Transfers for 2026-27 School Year

10.D. Donations

10.D.1. Thank you from BES to Cascade Community Credit Union for the $400 Chalkboard grant.
Attachments: (1)
- BES Thank You to Cascade CCU

10.D.2. Thank you from DHS to Scott Bustrum for $100 donation to football program.
Attachments: (1)
- DHS to Scott Bustrum

10.D.3. MES thank you to Domino's Pizza for seventy (70) pizzas for Open House.
Attachments: (1)
- Dominos Thank You - MES

10.D.4. Thank You from DHS to Promoore Dozer & Land Clearing Services LLC for $500 donation to DHS Woodshop.
Attachments: (1)
- DHS Thank you to Promoore Dozer

10.E. **Adoption of Consent Agenda Motion**
Susan Chase made the motion for the Winston-Dillard School District Board of Directors approve the Consent Agenda as presented. Lorna Quimby seconded the motion and all approved.
(Brett Bustrum, Susan Chase, Lorna Quimby, Curt Stookey)

11. **ACTION ITEMS**

11.A. **OSBA Policy GCBDD/GDBDD - Sick Time**
Susan Chase made the motion for the Winston-Dillard School District Board of Directors adopt policy GCBDD/GDBDD Sick Time as presented. Lorna Quimby seconded the motion and all approved.
(Brett Bustrum, Susan Chase, Lorna Quimby, Curt Stookey)

12. **COMMUNICATIONS:**

Norma Frost, MES Teacher and president of the WDEA Association shared concerns about receiving more and more emails from our educators requesting help and the loss of educators and students. She invited Kayla Knight, veteran teacher at BES to read a letter she wrote and sent to Mrs. Frost.

Kayla Knight, BES teacher, read her letter to the board. In it, she states that education has changed drastically and that there is a need to have some difficult conversations regarding the direction the district is headed. She asked the question of when did holding students accountable for their actions become something to be afraid of to do? The student behaviors in the classroom have escalated and she asked the question of when is enough, enough. She is asking for accountability, action and leadership. She gave an invitation to the board members present to visit the school, not just for a walk through but volunteer for small reading group and experience what the educators face every day. Mr. Wilson responded there is conversation amount superintendents in the state about how to address these things. School districts across Oregon are being asked to provide more mental health and social services and it is complex. Brett Bustrum, Board member asked the question of how the board can show the educators that they are being supported and what specifically do they need from the board. Mr. Wilson brought up the fact of the budget shortfall and the need to be fully funded.

13. **FOR THE GOOD OF THE ORDER**

Mr. Rob Holveck, WMS Principal, said they had a rough start to the new school year, but they are getting their feet back under them. The PLC models are working, and they have been able to reach out to different support agencies to help the students. His opinion was the there was a disconnect between agencies to serve students. His opinion was that the board work together with other schools to encourage more coordination between youth services to support our kids.

Mrs. Michelle Clarno, WMS Asst Principal/AD, said their fall sports had just wrapped up. Volleyball had a pretty good season. She said football had a kind of roller coaster season but hopes that next year will be more interested in participating. She also reported that the cross country had a good squad of athletes with a lot of 6th graders participating. Next week would start the girls wrestling and boys' basketball seasons.

Mrs. Lisa Dickover, BES Principal, shared they had a really busy start to the school year. The students have participated in hearing and vision screenings. Teachers have been busy with teaching routines, expectations and assessing students so they know where to begin and how to carry the students forward. They are busy creating classroom families to help students feel loved, safe and ready to learn. Open house was a huge success with families engaged in the activities. The Media Specialist has done a great job with the book fairs and is able to use the proceeds to pass out free books to the students.

Mrs. Leane Bustamante, MES Dean of Students said that they also had the hearing and vision screenings for the students. She also reported that the grade levels were taking turns visiting the Brosi Orchard pumpkin patch and appreciates that partnership with them. She also reported that Shilo Hester, MES Child Development Specialist, was collaborating with Oregon Fish and Wildlife to begin an archery program through NASP, National Archery and Schools Program. The 4th grade teacher Mrs. Heather Carpenter has partnered up with College of Canine Studies, and they will be coming to an assembly where students will learn how canines can provide services to the community. Ms. Jennifer Forman, 5th grade teacher, has organized a field trip to the Paul Morgan Observatory while students are currently learning about the solar system. Ms. Taylor Davis has created a list of all their students and asked all the staff to log when they make a connection with one of the students. The idea is to track the students so that all students receive some sort of interaction. Mrs. Bustamante also reported that at the Star Student Assembly, over 100 students for the month of September had perfect attendance. She thanked Mrs. Ledbetter and Mr. Welker with their help at providing partnerships for social and therapy services on their campus. Lastly, she said the school has partnered up with the Douglas County

Scholarship Program, and they have one candidate is working on a “book drive” as her service project. Her hopes are to give a book to every student this year.
Mr. Kyle Micken, Food Service Dir and DHS Boys Soccer Coach reported that fall sports would be ending next week. The boys’ soccer team was able to defeat their opponent at last week’s game in an 8-0 shut out which ended the 10-year losing streak. He also reported that the food service program was running smoothly.

14. **ADJOURNMENT:** 8:10 pm

15. **UPCOMING**

15.A. Regular Session at WDSD District Office Board Room November 18, 2026, at 7:00 pm.

Douglas High

Donation Receipt

To: Maralee Lawson
15644 NE Kennedy Lane
Hillsboro, OR 97124

Date: 10/11/2026

From: Douglas High School
1381 N.W. Douglas
Winston, OR. 97496

Description: Donation to Marlys Hobson Memorial Scholarship Fund

VALUE: $1000.00

Thank you for your generous donation. We are very appreciative of the support for our students in their future endeavors.

Sincerely,

Craig Anderson
DHS Principal
Tax ID # 93-6000445

"Home of the Trojans"

OSBA Board of Directors
CANDIDATE QUESTIONNAIRE

Name: Jacqueline Crook

Date: 09.15.2026

Address: 23710 Carpenterville Rd

City/Zip: Brookings / 97415

Business phone:

Residence phone:

Cell phone: 541-698-7710

E-mail: jacquelinecrook1942@gmail.com

District/ESD/CC: South Coast ESD / Region 7

Term expires: 2029 Years on board: 19

Region: Douglas & South Coast

Position #: 9



I certify that if elected I will faithfully serve as a member of the OSBA Board of Directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Jacqueline Crook — Name

Sept. 22, 2026 — Date

Be brief; please limit your responses to 50 words per question.

1. Describe in your own words the mission and goals of OSBA.
   - Adequate and stable funding of schools
   - Provide school board members training so they understand their role and make them an effective board member
   - Propose legislation
   - Conduct seminars, conferences, and state convention which will help keep board members informed of current educational issues.

2. What do you want to accomplish by serving on the OSBA board of directors?
   - Continue my work on the governance committee
   - Bring unity to our organization
   - Help local boards understand the value of the services OSBA provides to member boards

3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.
   - Loyalty
   - Trustworthy
   - Active participant in meetings
   - Ability to see both sides of an issue

   During a committee meeting, we were having a difficult discussion on an issue. I was able to provide a solution that solved the problem.

Email to elections@osba.org, or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

OSBA Board of Directors

4. What do you see as the two most challenging issues faced by OSBA?

   - Reviewing policies, procedures, by-laws, guidelines
   - Financial

5. What do you see as the two most challenging issues faced by your region?

   - Absenteeism
   - Declining student enrollment
   - Staffing: teachers, IA, and specialists

6. What is your plan for communicating with boards in your region?

   - Attend individual district board meetings
   - Attend fall and spring roadshows
   - State conference: facilitate round-table discussion
   - Email important information
   - Weekly updates during legislative session

Please continue to the next section.

OSBA Board of Directors
CANDIDATE PERSONAL/PROFESSIONAL RESUME

Work or service performed for OSBA or local district (include committee name and if you were chair):

OSBA:
- Presider at several state conventions | Member of the governance committee

LOCAL

Other education board positions held/dates:

- Pistol River School District

Occupation (Include at least the past five years):

Employers:	Dates:
Gold Beach Elementary School	1964 - 1997
Gold Beach High School	2000 - 2001

Schools attended (Include official name of school, where and when):

High school: Gresham Union High School

College: Oregon College of Education

Degrees earned: BS

Education honors and/or awards:

Other applicable training or education:

- Learning styles training
- Structure of the Intellect - Trainer

Activities, other state and local community services:

- Local Food Bank
- Gold Beach Community Fun Fair
- Curry County Fair Board

Hobbies/special interests:

- Fishing
- Travel
- Reading

Business/professional/civic group memberships; offices held and dates:

- Delta Kappa Gamma - 1975 - 1980
- Delta Kappa Gamma, President - 1979 - 1980
- Delta Kappa Gamma, Co-Chair State Convention - 1980

Additional comments:

Resolution to Amend the 2024 OSBA Bylaws

WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards;

WHEREAS, in 2017, through a vote of the OSBA membership, OSBA was incorporated under ORS chapter 65 as a public benefit non-profit corporation and the OSBA bylaws replaced the OSBA constitution;

WHEREAS, in 2018, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members of color caucus;

WHEREAS, in 2023, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon rural school board members caucus and additional revisions to the bylaws;

WHEREAS, in 2024, through a vote of the OSBA membership, the OSBA bylaws were amended to include the following substantive changes:

- Allowing caucuses to have an additional director on the OSBA board of directors in the circumstance where the OSBA president or immediate president is a director from a caucus. This revision is intended to provide the same opportunity for representation for caucuses as is currently provided to regionally elected directors.
- Clarify that OSBA board of directors must comply with the Oregon government ethics laws with respect to conflicts-of-interest.
- Require OSBA caucuses to submit an annual year end fiscal report to the OSBA board of directors.
- Create officer eligibility criteria that requires candidates for officer positions and directors in officer positions to be voting members of the OSBA board of directors.
- Edits to grammar, punctuation, and language for readability.

WHEREAS, in 2026, the OSBA board reviewed its governing structure as per Bylaws 2.7 and proposes to amend the OSBA bylaws as reflected in the attached draft OSBA bylaws with changes highlighted in the attached summary document; and

WHEREAS, the substantive changes to the draft OSBA bylaws are the following:

- Change deadline for members or board directors to submit resolutions to the OSBA board from September 30 to September 15.
- Clarify that if a member has a main administrative office in more than one region, the member board must declare which region it intends to vote and shall vote only in that region.
- Change the requirement of an in-person annual meeting of the members in November to a requirement that the annual meeting be held on a date and time and in a manner fixed by the board of directors and stated in the notice of the meeting.

- Clarify that returned blank ballots will count towards establishing a quorum but will not count as a “yes” or “no” vote.
- Replace the current caucus structure with a Caucus Council composed of designated representatives from caucuses that report to the OSBA executive director. The Caucus Council will retain two director seats on the OSBA board, replacing the two current caucus seats. The current two caucus directors will remain in their seats until the Caucus Council designates their first positions, or until December 31, 2027, whichever occurs first. The Caucus Council will have the option of designating a representative to serve on the finance committee. The Caucus Council will have the option of recommending seats on the OSBA legislative policy committee.
- Eliminate ex-officio positions and replace them with the option of appointment of nonvoting advisors to the board of directors as determined by resolution of the board of directors.
- Allow the OSBA board of directors the option of appointing directors to all vacant director positions except for the additional directors created pursuant to Section 3.5.1(e) if the president or immediate past president is no longer from the region to which the position is assigned.
- Eliminate the ability to appoint a director from a contiguous region.
- Add term limits to the finance and legislative policy committee positions.
- Clarify that OSBA officers, other than the past-president, must be reelected by their regions to continue serving as OSBA officers.
- Change OSBA board director participation on the legislative policy committee from a requirement to optional participation except that executive committee members continue to be required to serve on the LPC.

THEREFORE, BE IT RESOLVED by the OSBA board of directors that the proposed draft OSBA bylaws be submitted to the membership for consideration during the 2026 OSBA election; and

BE IT FURTHER RESOLVED that the proposed draft OSBA bylaws, the draft OSBA bylaws summary document, and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA board of directors’ adopted elections calendar.

Submitted by: OSBA Board of Directors

Douglas High School



Student Handbook 26-27

...connecting community, students and families with educators for the purpose of creating enthusiastic lifelong learners

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DOUGLAS HIGH SCHOOL!

Dear Students & Parents,

Welcome to Douglas High School! The *Douglas High School Student/Parent Handbook* is your guide to information about Douglas High School. I recommend parents sit down with their students and read this handbook at the start of the school year. Some school policies have changed and this handbook will keep you informed.

A team of parents, teachers and administrators have developed this Student and Family Handbook. Please take some time to become familiar with this information. Our staff will be asking you to sign the Student and Family Handbook Review Form during the online registration process or after the first day.

I am honored to serve as the principal of Douglas High School. It is truly a privilege to be a part of a community where parents, teachers, and students care for each other and strive to build positive relationships that support academic and social growth. Please feel free to contact me at 541.679.3001 or andersonc@wdsd.org.

To keep up on daily events and other Trojan News please be on the lookout for ParentSquare notifications, our school Facebook page and go to www.wdsd.org and click on Douglas High.

Sincerely,

Craig Anderson

| Douglas High School

"Knowledge will bring you the opportunity to make a difference."
~ Claire Fagan

INSTRUCTIONAL STAFF
Zane Alvey (Metals)
Jason Daugherty (Woods)
UCC (Medical Terminology)
Daniel Murphy (Band/Choir)
Chris Hernandez (Spanish/Journalism)
Kyle Meals (Physical Education/ Health)
Anna Polamalu (English & Language Arts)
Josh Zubrick (English & Language Arts)
Miranda Brownson (English & Language Arts)
Craig Duffey (Math)
Alisha Jones (Math)
David Ulery (Math)
Gwen Feero (Science)
Michelle Berray (Science)
Samantha Parks (Science)
Amanda Taggart (Agriculture/FFA)
Kali Ingerson (Social Studies)
Silia Polamalu (Social Studies)
Josh Parnell (Special Education)
Melinda Tabor (Special Education)
Kimberly Mincher (DAHS Lead Teacher)
Casey O'Toole (Culinary/Leadership)

Media Center
Jennifer Schaerer (Media Specialist)

ATHLETICS
Football: Nick Garcia
Cross Country: Albert Gutierrez
Cheerleading: Shiela Kelly
Boys Soccer: Kyle Micken
Girls Soccer: Casey O'Toole
Volleyball: Ginny Knebel
Wrestling: Eric Koegler
Boys Basketball: Bid Van Loon
Girls Basketball: Dallas Rincon
Baseball: Dilan Martin
Softball: Ginny Knebel
Track: Barrett Smith

ASB OFFICERS
President: Brody Bustrum
Vice President: Kimberlee Lyman
Treasurer: Morgan Wierichs
Media Manager: LeiLani Atherton

SUPERINTENDENT
Kevin Wilson

DISTRICT OFFICE STAFF
Director of Instructional Services: Dave Welke
Business Manager: Kim Shigley
Administrative Secretary: Michele Dunham
Accounts Payable/SPED: Joan Bunch HR/
Payroll: Angella Guerro
Facilities Manager: Shelby Beard

WDSD BOARD OF DIRECTORS
Robert Shigley, Curt Stookey, Lorna Quimby, Susan Chace, Brett Bustram

DOUGLAS HIGH SCHOOL ADMINISTRATION
Principal: Craig Anderson
Assistant Principal: Jeff Jones
Athletic Director: Bid Van Loon
Student Services/Counselor: Brady Box
Student Services/Counselor: Robin Knebel

ADMINISTRATIVE STAFF
Administrative Secretary: Kristi McWhorter
Registrar : Kory Quimby
Student Services Secretary: Madison Mickle
Athletic Secretary: Tina Rincon
DAHS Secretary: Kelly Brint

CUSTODIAL STAFF
Head Custodian: Ervin Lund
Custodian: Maricela Mejia Tony Flock, Scott Lynch

FOOD SERVICE
Cook: Donna Burgess
Cook: Sheila Havens

SCHOOL ADDRESS
Douglas High School
1381 NW Douglas
Winston, OR – 97496

SCHOOL PHONE
Main Office: 679-3001 ext. 3500
Attendance: 679-3001 ext. 3502
Student Services: 679-3001 ext. 3502
Athletics Office: 679-3001 ext. 3503
Douglas Alternative High School: 679-3023
WDSD Office: 679-3000

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available at each school office and the district office during business hours and the district website.

Any information contained in this student handbook is subject to revision or elimination. Appropriate notification will be provided.

The Winston Dillard School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race[1], 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 of 1972, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act, as amended; the Americans with Disabilities Act of 1990; the Americans with Disabilities Act Amendments Act of 2008; and Title II of the Genetic Information Nondiscrimination Act of 2008.

Procedure for filing a complaint can be found on the district's home page at www.WDSD.org.

The following staff have been designated to coordinate compliance with these legal requirements and may be contacted at the Winston Dillard District Office for additional information and/or compliance issues: Dave Welker phone: (541) 679-3000, email: welkerd@wdsd.org

The information compiled in this Handbook is intended to communicate to the reader general District information, procedures, rules, regulations and policies for the efficient and effective operation of the District in delivering educational services to students. It is not intended to enlarge or contradict any Board policy, administrative regulation or provision of a collective bargaining agreement. The information provided is subject to periodic change, modification, updating, and clarification. The information is current as of June 20, 2025. Please refer to WDSD policies, administrative regulations and other references for changes after this date.

The following staff has been designated to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues:

Dave Welker, Curriculum Director, Winston-Dillard School District

The following staff has been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Kevin Wilson, Superintendent, Winston-Dillard School District

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.

[1] Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021).

IMPORTANT INFORMATION

Parents and students, by receiving this handbook you acknowledge receipt of the student code of conduct and the consequences to the students who violate district disciplinary policies.

The information compiled in this Handbook is intended to communicate to the reader general District information, procedures, rules, regulations and policies for the efficient and effective operation of the District in delivering

educational services to students. It is not intended to enlarge or contradict any Board policy, administrative regulation or provision of a collective bargaining agreement. The information provided is subject to periodic change, modification, updating, and clarification. The information is current as of June 20, 2025. Please refer to WDSD policies, administrative regulations and other references for changes after this date.

DIRECTORY INFORMATION

The Federal Family Education Rights and Privacy Act of 1974 permits the school district to release certain information, known as "directory information," to a variety of people or institutions, unless a parent or student requests in writing that such information is not to be released. Directory information about students, kept at each school, is accessible to the public when appropriate procedures are followed. Information includes students' and parents' names, addresses, phone numbers, date and place of birth, field of study, activity participation, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous school attended.

Frequently, public agencies request photographs of students. Photographs may occasionally be taken of students for use in the news media or school district publications as well. Parents or guardians of students in the Winston-Dillard School District are urged to notify the school principal, in care Douglas High School, 1381 NW Douglas, Winston, OR – 97496 if they choose to exclude specific information from public disclosure. Unless written objection is received directory information will be released as deemed necessary concerning all students served by the Winston – Dillard School District. 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

MILITARY RECRUITMENT

The No Child Left Behind Act, states that school districts are to allow the same access to students by military recruiters as they do college and job recruiters. This access includes releasing secondary school students' names, addresses, and telephone numbers to military recruiters, who can use the information for armed services recruiting and for informing these students of scholarship opportunities. However, secondary school students or their parents can request that the information not be released. If you would you would like your information not released please contact student services.

CHANGE OF CONTACT INFORMATION

For the safety and security of our students, it is critical that we have current and accurate contact, legal guardian and allowed to "pick up" information. Parents of students are requested to notify Douglas High School any time they change their address or telephone number. In the event of an illness or emergency, the school must be able to contact the parents or guardian of each student

DOUGLAS HIGH SCHOOL BELL SCHEDULE
2026 - 2027

Drop Off Time: 7:00am Pick Up Time: 2:50pm

Breakfast - 7:00am - 7:15am

Daily Schedule (51-minute classes)	
Period 1	7:20 - 8:11
Period 2	8:15 - 9:06
Period 3	9:10 – 10:01
Advisory	10:07 – 10:39
Period 4	10:43 - 11:34
Lunch	11:34 - 12:04
Period 5	12:08 - 12:59
Period 6	1:03 - 1:54
Period 7	1:58 - 2:49

Short Assembly (51-minute classes)	
Period 1	7:20 – 8:11
Period 2	8:15 – 9:06
Period 3	9:13 – 10:04
Period 4	10:08 – 10:59
Lunch	10:59 – 11:29
Period 5	11:33 – 12:24
Period 6	12:28 – 1:19
Period 7	1:23 – 2:14
Assembly	2:18 – 2:49

DOUGLAS HIGH SCHOOL STUDENT/PARENT HANDBOOK

A COMPLETE LISTING OF WINSTON DILLARD SCHOOL DISTRICT POLICIES CAN BE FOUND ONLINE AT WWW.WDSD.ORG. ANY INFORMATION CONTAINED IN THIS HANDBOOK IS SUBJECTED TO UNILATRERAL REVISION OR ELIMINATION FROM TIME TO TIME WITHOUT NOTICE.

GENERAL INFORMATION

ADMISSION

A student seeking enrollment in the district, must register in the office. All students enrolled in the district must comply with Oregon laws related to Age, residence, health, attendance, and immunization. Students who do not reside within district boundaries may be required to pay tuition.

The district shall deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

Alternative education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

While parents have the option of placing their students in a private school or obtaining additional services, ~~(~~such as tutoring~~,~~) from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education Act (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

Accident Reporting

Students injured at school or school sponsored activities are to submit an accident report to the school administration within 24 hours of the accident. Students covered by school insurance should request a form from the school business office secretary. In the event of serious student injury, a parent or guardian will be contacted immediately. If a parent/guardian cannot be notified, the student's physician will be contacted.

Address/Telephone Information

For purposes of regular and emergency home contact, it is extremely important that student services be notified immediately of changes to parent/guardian residential addresses/, phone numbers and work telephone numbers.

Bus Service

Bus transportation is provided for all students living within the district and attending District #116 schools. Students must comply with all state laws, district rules, and other regulations provided by the transportation supervisor. Students in violation of these regulations as reported by bus drivers may lose transportation privileges. State law (OAR 53-010) and

district policy govern the behavior of students riding school buses and are designed to ensure safety, comfort, and operating efficiency on buses:

State Law - Bus

1. Pupils being transported are under the direct authority of the bus driver.
2. Fighting, wrestling, or boisterous activities are prohibited on the bus.
3. Pupils shall use the emergency door ONLY in the case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall remain seated while the bus is in motion.
7. Pupils may be assigned seats by the driver.
8. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or heads through the bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of the bus driver.
13. Pupils shall keep the bus clean and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow students, and to passersby.
15. Pupils who refuse to obey the directions of the driver promptly or refuse to obey regulations may forfeit their privilege to ride on the buses.
16. Rules governing pupils riding school buses must be kept posted in a conspicuous place in all school buses.

District Rules - Bus

1. No glass objects are permitted on the bus.
2. No live animals or creatures that may create excitement are permitted on the bus.
3. Students are not to eat or drink while being transported on the school bus.
4. Matches, tobacco, or drugs (including alcohol) are not to be used on buses.
5. Students must refrain from bringing large objects such as stuffed toys or large instruments on the bus.
6. Students must place litter in containers provided on the bus.
7. Students must remember that the driver is responsible for the safe transport of all people riding the bus, and therefore has the clear and unquestionable authority to direct student behavior on the bus.

Disciplinary Procedure for Bus/District Vehicle Violations

When a discipline concern arises on a vehicle serving a regular route or trip, the school administration will implement the discipline matrix consequences. Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

Check-Out Procedure

Students leaving campus during the school day must be checked-out according to the following guidelines and procedures:

1. Parents may also check-out students in person at the school.
2. Students will be checked-out with parent note or phone call received by attendance office personnel prior to departure.
3. School officials shall determine if the (checked-out) student absence is excused or unexcused (see attendance policy).
4. Students failing to comply with check-out procedures will be considered truant and are subject to disciplinary actions. Douglas High School shall not be liable for students leaving campus in violation of check-out procedures.

Closed Campus

Douglas High School is a closed campus. Upon arrival at school in the morning, students are to remain on campus, with the following exceptions:

1. Students leaving during lunch break; students are not allowed to walk off campus during lunch break. Students will be allowed to eat in cars during lunch
2. Students on shortened schedules.
3. Students in violation of the closed campus policy shall be considered truant are subject to disciplinary action.

Public Complaints

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The district's complaint procedure is on the district website www.WDSD.org.

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator. The administrator shall evaluate the complaint and render a decision in writing within five working days after receiving the complaint.

If the complaint is not resolved, within [10] working days of the meeting with the [administrator] [supervisor], the complainant, if they wish to pursue the action, shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of findings and conclusion, and provide the report in writing or in an electronic form to the complainant within [10] working days after receiving the written complaint.

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within [five] working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint, and to hear and evaluate any other evidence as it deems appropriate. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the superintendent's decision is final. The complainant shall be informed in writing or in electronic form of the Board's decision within [20] working days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

Complaints against the principal may be file with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

[A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from, or otherwise left the district.]

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 339.303 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[1] the district's final decision to the Deputy Superintendent of Public Instruction under Oregon

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Standards), Oregon Revised Statute (ORS) 339.285 to 339.383 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, who is a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal rights with the Deputy Superintendent of Public Instruction as outlined in Oregon Administrative Rule (OAR) 581-002-0040[(See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)]. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact the superintendent.

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR - Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.

Earthquake: Safety Procedures

If Outdoors: Move to an open space, away from buildings and overhead power lines. Lie down or sit on the ground (legs will not be steady). After the shaking stops go to your assembly area.

On the school bus, stop the bus away from power lines, bridges, overpasses, and buildings. Students should remain in their seats and hold on.

If Indoors: Stay inside; move away from windows, shelves, and heavy objects and furniture that may fall. Take cover under a table or desk and, "DUCK, COVER, AND HOLD ON."

Note: *Although doorways have traditionally been regarded as safe locations, it's important to anticipate that doors may slam shut during an earthquake. Also, many classroom doors have window inserts that may break, causing injury. In halls, stairways, or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel alongside the wall, bend your head close to your knees, cover the sides of head with your elbows, and clasp your hands firmly behind your neck. In a library, immediately move away from windows and bookshelves, and take appropriate cover. In laboratories and kitchens, extinguish all burners (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.*

Emergency Medical Treatment

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify 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.

Fines and Charges

Materials that belong to the school must be returned at the end of the season/semester/school year. This list includes but is not limited to:

1. All school owned equipment and property.

> A written notice will be provided to the student and his/her parent(s) of the district's intent to collect fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fines or damages owed and the right of the parent to request a hearing.
>
> Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district.

A request to waive the student's debt must be submitted in writing to the principal or designee. Fines and charges owed to the

district may be waived at the discretion of the principal or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt.
5. Such requests must be received no later than 10 calendar days following the district's notice.
6. No student will be denied an education because of an inability to pay supplementary fees.
7. All such restrictions and/or penalties shall end upon payment of amount owed.

School Annual: $60.00
School insurance (required for sports): Varies

Emergency Drills- Fire, Earthquake, Safety Threats and other Emergency Drills

Instruction on fire, earthquake, safety threats dangers and drills for students shall be conducted each school month.

At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year. At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

Fire Drill Guidelines:

1. Students will follow designated exit instructions, keep in single file, walk, not run, refrain from talking, and proceed to a distance approximately 100 feet from point of exit.
2. The teacher should be the last one out of the room, should take the grade book and keys, should close the door, and remain with his/her group.
3. The teacher will take attendance once the group has reached its proper distance from the building.
4. When the all clear is sounded, all return to their classrooms in the same orderly fashion.

Note: Fire drills are serious exercises, which may save your life. You are expected to act in a responsible manner.

FLAG SALUTE

Individual students who do not participate in the salute must maintain a respectful silence during the salute.

Meal Program

The district participates in the National School Lunch, School Breakfast, Special Milk, Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP) and Commodity Programs and offers free meals based on a student's financial need. Any adult visitors in the building are allowed to buy breakfast and/or lunch if they so wish. Breakfast is $3 per person and lunch is $5 per person.

Insurance

At the beginning of the school year, the district [will] make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the chosen vendor. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have: (1) purchased the student accident insurance; (2) shown proof of insurance; or (3) signed a form rejecting the insurance offer.

Lockers

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. The district will not be responsible for the loss of, or damage to, personal property.

Students are reminded that lockers provide minimum security only. Do not leave money or other valuables in your locker. The office will safely secure valuables on a short-term basis. Douglas High School **is not responsible** for items lost/stolen from lockers.

It is the student's responsibility to notify the attendance office if a locker is defective or damaged. Students should be aware that lockers are the property of the school district and that school authorities have the right and the obligation to check into lockers when there is reason to believe they may contain items, which threaten student safety or welfare. If a student does not wish to have his/her locker searched, then that student should neither request nor use a student locker. Under no circumstances should lockers, or locker combinations be shared by students.

Because of the location of lockers throughout our school, students will be expected to limit the number of trips they make to their locker during the day. It is not necessary to use a locker at the end of every period, and to do so creates both congestion and class tardiness. In the interest of security, lockers are to be used only during passing time between periods and during lunch. Failure to secure lockers may result in loss of locker privileges. Unauthorized entry, or tampering with another student's locker, may result in suspension from school.

Lost and Found

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of the school year. 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.

Messages

Messages for students will be taken from **parents only** and will be relayed to the student during the school day. Except in the case of extreme family emergency, a student will not be called to the office telephone during class time.

Immunization (Student)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for a medical or religious reason, the student is not immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

Physical Examination (Athletics)

Students in grades 7 through 12 must have an examination performed by a physician prior to practice and competition in athletics, and shall additionally have an examination once every two years and after either a significant illness or a major surgery prior to further participation.

The examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season.

Students shall not participate without a completed School Sports Preparticipation Examination form on file with the district.

Infection/Disease Instruction

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, HBV and HCV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of this instructional program required by Oregon law by contacting the principal for additional information and procedures. Students or parents with questions about the district's AIDS, HIV, HBV and HCV health education program should contact the WDSD Curriculum Director at 679-3000.

COMMUNICABLE DISEASES

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. Parents with questions should contact the school office.

HIV, HBV, AIDS – Students

A student-infected with HIV or HBV is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district. If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release. If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures. Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

Local Wellness

Students may be encouraged or required to participate in physical activity or receive instruction on nutrition or maintaining healthy lifestyles.

Medication

Students may be permitted to take medication, and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities.

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themself, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis[9], or a need to manage hypoglycemia, asthma, or diabetes.

Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640, or 109.675; and
2. Permission from a building administrator, prescriber, or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines. In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a

student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the student's response to the medication.

Under proper notice given to the district by a student or student's parent or guardian.
All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

A request to the district to administer or allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

Students may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, in these situations, the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.
Students may be permitted to take medication and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations, and the following.

Request and parental permission for the district to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.

Written instructions of the prescriber are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration, any other special instructions, and the signature of the prescriber.
A prescription label prepared by a pharmacist at the direction of a prescriber meets the requirements for written instructions from the prescriber, if the information above is included.

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer nonprescription medication.

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.

All medication to be administered by the district is to be brought to school in its original container. Medication not picked up by the parent within 5 [five] school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

In situations when a licensed health care professional is not immediately available, 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 be kept at a reasonable, secured location in the student's classroom. All medication to be administered by the School District is to be brought to Douglas High School by the parent in its original container, it will be held at the front office in a secure location. Proper documentation must be filled before medication can be kept in the office. All instructions printed on the bottle will be followed to the letter. Medication not picked up by the parent within 5 [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. Students who have severe allergies to bee stings should have medication secured in the school office.

Nurse

A registered nurse from the Douglas County Health Department will be available on a limited basis to the school. Students may request to see the nurse in Student Services. Her services are also available upon a phone request if an immediate need arises.

Right to Request Teacher Qualifications

Parent involvement is an important part of the No Child Left Behind (NCLB) Act. One of the new requirements of NCLB is that schools notify parents that they may request information regarding the professional qualifications of their student's classroom teachers. This information, which is on file at the district office, includes degree(s), major(s), and licensing held by the teacher; the teacher's status regarding state licensing criteria; and whether your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

We are proud of our staff at Douglas High School and would be pleased to share this information with you at your request. Forms are available at our school office or you may go directly to the district office to make a request.

Personal Property

To prevent loss of personal property, students are urged to maintain their lockers, backpacks, etc., in an orderly and secure manner. Students are advised **not** to bring large sums of money or other items of value to school. If necessary, such items may be stored in the main office vault. P.E. students should turn in money/valuables to their teacher during class. Students are not to share locker combinations and are reminded to turn the lock dial to secure the locker.

Students should report all thefts to the assistant principal. Douglas High School is not responsible for loss of personal property, including shop projects.

Posters

Signs, banners or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

Residence Requirements

District policy requires that in order to attend school in our district students' parents or legal guardians must reside within our district. All exceptions to this policy must be administratively approved. If you reside outside of the Winston – Dillard School District, you must have an inter-district transfer request submitted to the DHS Registrar. The form can be obtained at www.wdsd.org under district policy JECB-AR(2). Out of district students must provide their own transportation. If you have questions about residency, contact the building administration.

Emergency School Closure

In the unlikely event that inclement weather renders roads unsafe for travel than school will be closed. The director of transportation will make an assessment of road conditions at 4 a.m. If it is considered unsafe to run school buses the superintendent of the district will be notified no later than 6 a.m. The superintendent will in turn contact local radio stations to advise them of school closures. The school will provide the length of closure and the details students need for arranging to get to school when the roads are again safe to travel.

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, and early dismissal of students.

Do not attempt to call the school for information about closures. Office personnel begin answering phones at 7:00 a.m.; by that time, the news media will have announced any closures and delays that will take place. Current information concerning school closures will be posted on the district website, Parent Square, and Facebook.

School Hours

Classes begin four days a week at 7:20 a.m. and end at 2:49 p.m. Students are expected to arrive at school by 7:15 a.m. each day. Winston-Dillard School District #116 and/or Douglas High School is not responsible for accidents involving unsupervised students prior to 7 a.m. or after 4 p.m.

Telephone

Telephones for personal student calls are available in the front office. Students may receive permission to use other school phones in the case of an emergency.

Textbooks

Textbooks for classes are issued to students without a charge, with the exception of workbooks that will become the property of students at the end of the course for which they are purchased. Students are responsible for the books assigned to them, and will be assessed a fee for books lost or damaged.

Visitors

Visitors to the high school during school hours are required to report directly to the main office and arrange for the conduct of their business. They will be subject to the Raptor identification system by providing their picture ID to be ran through the system. Loitering is not permitted on or near school grounds; individuals loitering on or near school grounds will be referred to civil authorities.

Students who wish to bring visitors to school must request permission from an administrator one day prior to the scheduled visit.

Animal Dissection

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction.

Asbestos Statement

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The Winston – Dillard School District superintendent serves as the asbestos program manager and may be contacted for additional information.

Assignment of Students to Schools

Students are required to attend the school in the attendance area in which they reside, except as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office or counselor for additional information.

A district may allow transfers based on established district criteria.

A student who becomes a victim of a violent criminal offense, as determined by state law, while in or on the grounds of a school the student attends, or any student attending a district school that is identified by the Oregon Department of Education (ODE) as persistently dangerous, may transfer to a safe district school as required by Every Student Succeeds Act (ESSA).

Parents of students considering private placement for IDEA or Section 504 services must notify the district in advance before privately placing their student, or else potentially forfeit any right to reimbursement or prospective payment for that placement. Many students who are unilaterally placed by their parents are sometimes placed when they are not yet identified under the IDEA or Section 504 of the Rehabilitation Act.

School Board & Policy Information

School Board meeting agendas, minutes and policies are available in the high school principal's office and/or the Administrative office. A request for one of the above-mentioned items should be made by contacting the main office and/or the school principal.

Public Conduct on School Property (Smoking & Alcohol & Tobacco)

Smoking (any substance) and using tobacco products is prohibited in all of the buildings and facilities of the district in which children receive instruction (this also includes district vehicles). No use of alcoholic beverages or other drugs is allowed on school property or at school sponsored activities, either in district or out of district.

Extra/ Co-Curricular Activities

A wide variety of activities is available to students, ranging from class related clubs and service clubs to interscholastic athletics. Generally, the activities are open to all students and are under the control of the Student Council and administration.

Clubs and Organizations

Douglas High sponsors many special-interest clubs for students who want to be active in school affairs. Student clubs and performing groups may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

Annual/Yearbook is for qualified students interested in production of the DHS yearbook. Refer to the DHS pre- enrollment booklet for course description.

Associated Student Body: (ASB) contributes to or supports the following activities: Student dances, school assemblies, homecoming activities, rally squads, athletics, clubs, and class/ASB elections. All students are members of the ASB and are eligible to compete through elections for membership on Student Council. Class meetings will rarely be held because of time and space restrictions. It will be the duty of class officers to hold open executive sessions to discuss class projects or handle class business. Class officers should involve as many class members as possible in all class activities.

Requirements to Run for ASB/Class Office: To run for ASB office, a student must get 100 signatures from current DHS students. The petition for these signatures will be made available within the main office. The student must then turn in the completed petition to the ASB advisor by the required date. The student's name will then be on the ballot that will be voted on by the student body.

Typically, ASB and class elections occur in the spring, prior to school ending. Students who are elected will then take office the following school year. Freshmen typically hold their class elections in the fall when they begin attending class at DHS, not at the end of their 8th grade year.

Students who run for a class or ASB office must be enrolled full time (enrolled in at least 5 classes), in good academic standing, and on track to graduate.

Band: (Marching Band, Pep Band, Solo, Ensemble) is for students enrolled in instrumental (symphonic) music classes. Refer to the DHS pre-enrollment booklet for course description.

Cheerleading is for students elected to the varsity and junior varsity squads in the spring. Activities include planning and participating in pep assemblies and leading cheers at athletic events throughout the year.

Choir is for students enrolled in vocal music classes. Activities include concert tours and local performances. Refer to the DHS pre-enrollment booklet for course description.

National Honor Society is for sophomore, junior and senior students interested in creating enthusiasm for scholarship, stimulating a desire to render service, promoting leadership and developing character in the students of DHS. Students with a minimum G.P.A. of 3.4 are considered for membership.

Partners Club is for all DHS students to participate in. Any student is eligible for membership in the Special Olympics Partners Club. The purpose is to promote knowledge, understanding and acceptance of all students with disabilities and to work with and for people of all races, creeds and colors.

FFA (The National FFA Organization) is the Professional Technical Student Leadership Organization for students enrolled in agriculture, natural resources or agriculture science classes. This is the largest student leadership organization in the country. Skills competitions focused upon career skills, leadership skills, starting your own business are areas of emphasis for FFA members.

Class Advisors

Advisors will be assigned to each grade level. Freshman, Sophomores, Juniors, and Seniors will each have DHS staff

members working with a specified cohort. Each year the cohort will advance with the same staff members. Cohort advisors will be announced at the start of each academic year.

Extra/Co-Curricular Policy and Drug Testing Program Regarding Tobacco, Alcohol & Illegal Drugs

The use of tobacco/alcohol/prescription medication used in a manner inconsistent with the prescription, or non-prescribed or illegal drugs is prohibited. No student involved in extra-curricular, co-curricular and district-sponsored activities shall knowingly possess, use, sell, supply or be under the influence of alcohol, a tobacco product, performance enhancing drug, inhalants, or controlled substance of any kind. This policy shall be in effect 24 hours a day, from the first summer date of the OSAA calendar following completion of eighth grade, to the final day of his or her senior year.

"Co-curricular" activities are those which take place during the school day and are associated with a curricular program. "Extra-curricular" activities are those which take place outside the school day and are not associated with a curricular program.

Students choosing to participate in extra-curricular, co-curricular and district-sponsored activities are prohibited from knowingly attending or remaining at events where individuals are engaged in breaking the law by possessing, using, delivering, and/or selling alcohol, marijuana, performance enhancing substances, using prescription medication in a manner not prescribed, or illegal substances. These events include, but are not limited to parties and group gatherings. It is the student's responsibility to immediately remove himself/herself from the party or group gathering as soon as the student becomes aware alcohol, marijuana, performing enhancing substances or illegal substances are being possessed, used, delivered, or sold in violation of the laws of the State of Oregon. The Winston-Dillard School District recognizes a student cannot be responsible for the misbehavior of other individuals; however, it is the student's responsibility to avoid associating with individuals engaging in illegal activities. Students found in violation of this policy by knowingly attending or remaining at such an event will be subject to sanction under existing district programs and treated as a first, second, or third offense depending on any previous violations of the athletic policies.

A student will not be held accountable for attending a gathering or party in the presence of their parent or other legal guardian under the following circumstances:

1. If the complaint is the minor used alcohol, the student can show that their parent or guardian consented to the consumption, consistent with the provisions of ORS 471.430(1).
2. If the complaint is that the minor was around other individuals that broke the law by consuming alcohol, the student can show that their parent or guardian consented to the student's attendance at the gathering and was physically present at the event. Douglas High School believes that student safety is paramount in building positive extra-curricular, co-curricular and district-sponsored activities. All students involved in extra-curricular, co-curricular and district-sponsored activities may be tested for alcohol, drugs, illegal substances, or the use of performance enhancing substances.

Students who participate in extra-curricular, co-curricular and district-sponsored activities may be tested at the start of the season, (Fall, Winter, Spring or near the beginning of the year if the group is active all year) and may be subject to testing at least one more time during the season. that will be administered by administrators and/or their designees. Failure to comply with a drug test at the assigned time will result in the student forfeiting the right to participate in practice or games/events during that season. After completion, each participant will bring the container to the test administrator who will follow a designated testing protocol to ensure accurate results. Parents will always be contacted if their child has a positive result on any test.

Any attempt to falsify the drug test will be considered a failed test and the student will be subject to consequences outlined below. Anyone attempting to aid a student in falsifying a test will be subject to discipline under the student conduct section of district policy (JFC). To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

First Offense:

1. Two calendar week suspension from participation in all athletic games, activities and competitions (must attend all practice sessions). Suspensions will begin on the first official contest or performance date.
2. Mandatory meetings will take place between the student, legal guardian or parent, and the school counselor initiated by the legal guardian. Completion of the counselor's recommendation is required. Failure to comply with the recommendation after the first offense may be punished as if the student committed a second offense.

3. Submit to drug testing at any time during the remainder of the season.

Second Offense:

1. Full suspension from all activities for the remainder of the season or 45 days, whichever is longer. The term of suspension will be 45 calendar days for groups that are active all year.
2. Mandatory meetings shall take place between the student, legal guardian or parent, and the school counselor, initiated by the legal guardian and completion of the counselor's recommendation. Failure to comply with the recommendation after the first offense may be punished as if the student committed a third offense.
3. Submit to drug testing at any time during the remainder of the season/year.

Third Offense:

1. Full suspension from all extra-curricular, co-curricular and district-sponsored activities for the remainder of the school year and the following year. Students may participate in following years with the approval of the Principal, Athletic Director, and the students Counselor.

Violations occurring during the summer will have the following consequences: The athlete/participant must complete the consequences during the season of the sport/activity they were involved in when the offense occurred.

This policy shall be in effect 24 hours a day, from the first summer date of the OSAA calendar following the completion of the student's eighth grade year, to the final day of his or her senior year, and includes any school sponsored activity outside the school year (i.e., summer camps, competitions or events).

Assemblies

Assemblies are held throughout the year during the school day; student attendance is required. Pep assemblies, conducted by the rally squad, are designed to build school pride and unity. Other assemblies of special interest are scheduled during the school year for purposes of student motivation, enrichment, recognition, etc. Assembly programs will be screened and evaluated prior to presentation. A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

Conduct at Athletic Events

Students are expected to exhibit proper behavior at both home and away athletic contests. This includes no fighting, booing or heckling, throwing or dropping of refuse or loitering in the immediate area before or after a contest. School policy prohibiting the use or possession of drugs and alcohol applies at all athletic events in which the school is involved, regardless of the site.

Loitering of students in the parking lot before, halftime, or after the contest is prohibited. Locker rooms are off limits during events and emergency exits should be reserved for emergencies only. Spectators are expected to enter and exit through the gym lobby or main entrance to the event.

Dances

Organizations and clubs, as well as classes, may sponsor dances as fund-raisers during the year. The sponsoring group must follow the procedures set up by Leadership

Procedures for Dances:

1. An activity must be approved by the Administration and Leadership. The activity and date will be approved and put on the calendar by Leadership and Administration.
2. The faculty advisors of the sponsoring group will have the primary responsibility for seeing that plans are carried out and must be present at the dance to help chaperone.
3. All supervisors are to be on duty 15 minutes before the dance is scheduled to begin, and are to remain on duty until all students have dispersed after the dance ends.
4. The sponsoring group must secure at least five (5) school employees as chaperones for most dances.
5. Junior high school students and individuals who have reached their 20th birthday may not attend high school dances.
6. Attendance at dances is limited to Douglas High School students and their dates. Students must fill out a guest

application 3 days prior to the event. Approval from the guest's school is also required. The inviting student is responsible for the actions of his/her guest.

7. The student code of conduct and the school dress code are in effect at school dances.

School Dance Guidelines:

1. A student body member may bring one guest to a dance, paying the admission fee that may be charged. Guest applications can be picked up in the front office. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest.
2. Once at the dance, student/guests must remain in the building. Anyone leaving the building will not be readmitted.
3. Parents are welcome to attend any school dance with an approved volunteer form on file.
4. The organization sponsoring the dance must decorate on non-school time, and must arrange for cleanup with the janitorial staff.

Social activities must close no later than 11:30 p.m.

DISTRIBUTION OF MATERIALS

All aspects of K-8 school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completely under the supervision of the teacher and principal. 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 will not be allowed.

All materials request for distribution requires 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.

Fund Raising

All money-raising activities are under the jurisdiction of Administration. These activities are regulated carefully to avoid conflicts and to prevent over working of money raising projects. Any fund-raiser must be approved by Administration before it is undertaken.

All student body, class and club purchasing requires a purchase order. Bills that come in will not be honored unless an administrator, advisor and a student sign a purchase order that has been approved. Purchase orders can be picked up in the front office.

Interscholastic Sports

All students are eligible to turn out for any of the interscholastic sports conducted at DHS. The sports program is carried on

under the rules and regulations of the Oregon School Activities Association (OSAA). The following requirements have been established at DHS in addition to those of OSAA.

1. To be eligible to participate in any interscholastic game, the student must:
    a. Be enrolled in at least 5 classes in the current semester;
    b. Have passed five subjects in the previous semester (OSAA standard);
    c. No F's and a GPA requirement.
    d. An athlete must be in attendance the entire school day to be eligible for practice or competition. Exceptions made for pre-arranged absences, school-initiated absences or in accordance with Oregon State Law. Truancy, as defined by the administrator on duty, automatically excludes a student from athletic participation.
2. All students turning out for sports must have a student body card for the current year.
3. All students participating in sports are required to have school or family accident insurance, and a current physical examination. Physical exams must be obtained every two years. Physical exams must be obtained prior to the start of athletic participation. Any transfer student into Douglas High School will be required to obtain a new physical or present documentation of a physical within the last two years. if they are off of the required two-year cycle. Cost of the physical examination is the responsibility of the parent or legal guardian. Athletes are expected to be examples of good citizenship, to conform to the behavior expected of students, and to attend school regularly. DHS invests a great deal in training athletes, and expects a positive return from the student-athlete.

Game Prices

Admission to high school athletic events will cost the following: $5 - Adults, $3 – Students, Free- for WDSD students, (K-12), Free - Senior Citizen (60 & Older)

Locker Room Use

Locker rooms are for the exclusive use of DHS athletic teams and visiting athletic teams during athletic contests.

Academics

Students are expected to attend school and class regularly with all materials required. All students are required to be enrolled in at least 5 courses per semester. This is your opportunity to succeed at school. Take advantage of the support offered by faculty and staff.

Assessment Program

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. Students will be required to complete benchmarks work samples if they decided to opt out.

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.

Special Education

Consistent with federal and state regulations, the district provides a variety of specialized learning programs for students with hearing, vision, speech, physical, health, emotional, intellectual or specific learning disabilities. Any student with an identified disability is eligible to receive services from one or more of those programs.

Parents concerned that their child's school progress may be limited by one of the above disabilities may refer their child for diagnostic evaluation. Students may refer themselves, but parental permission for evaluation is required if the student is not yet 18 years of age. Referrals may be made to the building principal, counselor, assistant principal, or the building level Special Education teacher. For each student determined to be eligible, an Individual Education Program (IEP) is

developed and reviewed by a team at least once per year. Parents may also wish to discuss such matters with the District's Coordinator of Special Education (679-3000).

Discipline of Students with Disabilities

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and to coordinate the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

Alternative Education

In compliance with Oregon Law (ORS 339.615), the Winston-Dillard School District provides programs of alternative education for students who are subject to severe disciplinary issues or credit deficiency towards graduation requirements. Priority will be given to upperclassman that are credit deficient. For additional information, contact the assistant principal or student services at Douglas High School.

Alternative Education Notification

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. At the end of the sophomore year, there will be a transcript review to determine if they are in need of alternative education placement. Credit deficiency will take priority. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

The district will not provide alternative education programs for students expelled from another district.

Notification of Alternative Education

Individual notification to students and parents regarding the availability of alternative education programs will be discussed as appropriate (including but not limited to):

1. Any disciplinary problems that are consistent and/or severely interrupts the learning environment.
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. At the end of sophomore year, evaluation for credit deficiency.
4. When an expulsion is being considered, or has been expelled. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be 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.

Alternative Education Programs

"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.

The district offers several options for meeting the needs of students beyond the traditional classroom.
Subject – The Subject program is for students who need to recover credits toward graduation. Online classes offer flexibility and convenience. Students will be scheduled into an Alt Ed. class during their regular school day. Enrollment is limited and preference will be given to those students meeting graduation requirements.

Independent Study (Summer Only) - Students may take extra classes over the summer only if they have been approved by counselors. They will need to develop an education plan that would incorporate all classes that will need to be taken in advanced as well as have parental permission. These classes will be delivered online through Subject.com.

Expanded options - Upon providing evidence of successful completion of a post-secondary course through the Expanded Options Program, the district will grant credit to the student. By February 15th, the high school will send a notice about the program explaining eligibility requirements. A student may apply to and be accepted by a post-secondary institution. If accepted and if a student wishes to take an eligible course through this program, a student must notify the district no later than May 15th of that year. The selected student will meet with an advisory team to establish goals and develop an educational learning plan. EOP forms must be signed and returned to front office by May 15th.

If a student is in need of dropping the college class due to any number of reasons they must do so before the drop deadline as outlined by the college or will be made to pay the bill for the class on their own. The district will not pay for any classes that have been dropped or withdrawn after the deadline.

Additional information about the EOP may be found in Board policy IGBHE – Expanded Options Program or accessed through school staff.

Home schooling - Parents have the right to utilize home instruction as an alternative to enrollment and attendance. The Board does not accept home instruction for credits toward graduation from school. The district has no obligation to support home instruction (provide textbooks, lessons, or standardized testing). A home-schooled student may participate in interscholastic activities. The district shall not provide special services in the home for home-schooled children with disabilities.

Parents may request additional in-district alternative education programs by submitting written requests to the superintendent.

Dillard Alternative High School

The primary mission of Dillard Alternative High School is to serve students through reduction of the number of high school student dropouts by offering an alternative to traditional high school education that leads to graduation and career development. Dillard Alternative High School offers a workable alternative for high school students who need flexibility to meet their educational needs. Students access Subject classes while attending the Dillard campus. Please see the counseling department for information regarding the Dillard Alternative High School and/or call them at 679-3023.

Homeless Students

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate

enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing. Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district's liaison for homeless students at 541-679-3000.

Report Cards

Report cards are mailed home at the conclusion of the 1st, 2nd, 3rd, and 4th grading periods. Whenever you have a question about a grade received, or need an interpretation of a grade, please contact Student Services at the school as soon as possible.

Quarterly grades reported on the report card are progress reports. The grades which appear on your permanent records (transcripts) are the first and second semester grades only. The following grading system is used for report cards:

A – Excellent	**B – Above Average**	**C – Average**	**D – Below Average**	**F – Failure Credit**
I – Incomplete*	**S – Satisfactory**	**NG – No Grade**	**U – Unsatisfactory**	**E –Social Grade/NG**

*Incompletes must be completed before the end of the following quarter, or the Incomplete converts to an F grade.

In determining academic standing and rank in class, a grade point average is determined for each student. Points are assigned as follows:

- A 4 points
- B 3 points
- C 2 points
- D 1 point
- F 0 points
- I 0 Points (will be changed upon completion)

Incompletes and repeated classes carry points and are included in calculating the students GPA. Failing grades are included in calculations.

The classes listed below are considered rigorous college prep courses and are assigned a grade point value of 5.0. Community college courses used toward high school graduation will also be awarded 5.0 grade points. These classes will be averaged along with all other courses taken during the students first 7 semesters to calculate class rank.

Classes*: WR 121/122, Chemistry 104, Math Analysis, Woods 3, Fire Science, Medical Terminology

Community College classes may include: WR 121-123, Fire Science, Medical Terminology, Psychology, Public Speaking etc.

**Subject to change; see your counselor for more information*

Conferences

Regular conferences are scheduled annually in the fall and spring to review student progress.

A teacher may request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, request that the teacher call the parent to arrange a mutually convenient time, or email the teacher.

Student Records

Oregon Statute (revised) permits the Winston-Dillard School District (DHS) to release directory information unless specifically requested otherwise by parent or guardian. Directory information includes name, address, phone number, photographs, place of birth, participation in official sports/activities, weight and height of athlete, team members, dates of attendance, degrees and awards received, and most recent previous school program attended.

In addition, the statute requires the school district to send student records within ten (10) days of receipt of a records transfer request from other districts. The district (DHS) is not required to notify parents that the records are being transferred. A parent may inspect student records upon request.

Public Notice - The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records.

"Education records" are those records directly related to a student and maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally, identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parents/guardians;
5. Date of entry into school;
6. Name of school previously attended;
7. Courses of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school
12. [Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.]

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

The district will give annual public notice (registration) to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information and the district's option to release such information. Such notice will be given prior to release of directory information.

Exclusions - Exclusions from any or all directory categories named as directory information must be submitted in writing to the (principal) by the parent, student 18 years of age or emancipated student within 15 days of annual public notice.

Schools in Oregon are required to keep several different types of school records for students.

1. **Permanent Record -** A transcript of all grades and attendance and selected test scores, attained in grades 9-12.
2. **Cumulative Record -** A collection of school achievements and activities and other records from all schools previously attended.
3. **Behavioral Records -** A collection of psychological and placement testing and information (not all students have this file).

4. **Health Records -** A record of immunizations and other vital health records.

School records are released according to the following procedures:

1. All student records maintained by the school shall be made available for inspection by the student and/or his/her parent or legal guardian, except that behavioral records shall be released only in the presence of a person qualified to interpret those records (within 45 days of request).
2. Progress and behavioral records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if written release has been signed by the parent or legal guardian, or by the student if 18 years of age or older.
3. All persons, agencies, or organizations desiring access to the records of a student shall sign a written form kept in the file of the student, but only for the inspection of the parents or the student, indicating specifically the legitimate interest of the person, agency, or organization seeking this information. This form shall be available for the maintenance of the record.
4. Release of student records may be made by the superintendent or designee for use in proceedings incompliance with judicial order or lawfully issued subpoena, upon condition parents and student are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution or agency. Personal delivery of the records to the court will be made by a certified staff member qualified to explain or interpret the records.
5. Information gained as a result of conversations, conferences, or staff meetings regarding student problems must be kept confidential. Release of student record information by telephone is prohibited.
6. Information gathered for research purposes will not be released in any manner that would allow personal identification of students.
7. Students who need copies of transcripts for scholarship, military, college, and/or work applications should see the registrar for a release form. The school cannot release transcripts without parental consent in writing.

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The district shall appoint a hearings officer who shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
   a. The principal or designated representative;
   b. A member chosen by the eligible student or student's parent(s); and
   c. An unbiased, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses, and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Student Privacy Policy Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Student Privacy Policy Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the district's education records Board policy and administrative regulation may be obtained by contacting the office.

Filming/Taping of Students - During the course of the school year, photographs, films, or video tapes may be taken at school or during school activities; i.e., during athletic contests or practices, during plays or play practice, of students in classroom activities, etc.

These films/tapes/photographs are used for helping students improve their playing skills, drama skills, and/or providing the public with information about school programs. It shall be the policy of the Winston-Dillard Public Schools to film/tape/ photograph students as listed below unless the parents file a written objection with their child's school.

1. Athletic game film/tapes
2. Drama/classroom activities
3. Recognition for achievement
4. Public information pictures

If you object to the filming/taping of your child in any of the above activities you can prevent this by writing a letter stating your objection and concerns. Then deliver this letter to your child's building principal. Please make certain it is signed and dated. The letter will only be valid for the year it is tendered.

Surveillance Cameras - Stationary cameras may be used in public areas of school campuses. These recordings are used to increase student safety and maintain school property.

Honor Roll

An honor roll is published each Semester. Full-time students (carrying enough course work for credit to occupy five periods per day), with a grade point average for the quarter of 3.0 or higher, and with no more than one C will be on honor roll. However, any grade below a C or any incomplete will disqualify a student.

Academic Recognition Letter

Students who earn a GPA of 3.5 or higher for two consecutive quarters while taking at least four academic classes will be awarded an academic letter. For each consecutive quarter thereafter that a 3.5 or higher GPA is maintained while still taking a minimum of five academic classes, the student will be awarded an academic bar. If the student's GPA drops below a 3.5 for any Semester or he/she is not enrolled in four academic classes, the initial requirements for earning an academic letter must be met in order to be eligible for another bar. **NOTE:** ***Academic classes are considered to be math, science, social studies, English, literature, foreign language.***

National Honor Society

Sophomores, juniors and seniors with at least a 3.4 accumulative GPA in a regular course of study will be invited to complete the selection process for NHS membership. This is done during second semester each year.

To be considered for selection, the candidate must complete a "Student Activity Form," obtain references from four faculty members and write a five-paragraph essay on either "What I Can Contribute to NHS" or "My Views on the Importance of Scholarship, Leadership, Character and Service in a Student's Life." Once the completed forms, references and essay are received, the selections for NHS membership are made by majority vote of the NHS faculty council and are based on how well the student meets the four criteria for membership listed below. Input from the entire staff will be used to help make the selections. The decision of the council is final and cannot be appealed.

Scholarship: The expectation is that the student will be able to maintain the minimum 3.4 GPA.
Leadership: The council will look for the student who promotes school activities, influences peers to uphold school ideals, contributes ideas that improve the civic life of the school, delegates responsibilities, exemplifies positive attitudes, inspires positive behavior in others, demonstrates academic initiative, and dependability.
Service is helping an individual, the school or the community without expectation of any pay or reward for the person rendering the service.
Character is exhibiting positive attitudes; upholding school policies; having respect for self, peers and staff.

Once a student becomes a member of NHS, he/she will be expected to uphold the four criteria of membership. The faculty council may dismiss or discipline a member if it can be shown that he/she has not upheld the criteria. If the member's GPA falls below 3.4, he/she will be warned in writing by the advisor and given one semester to bring the GPA back to

standard.

Any infraction of school and classroom policies that result in a disciplinary referral being made to the assistant principal will result in the member being warned and his/her membership status being put on probationary status. The member may also be assigned community service hours. If the behavior continues, the member will be referred to the faculty council for dismissal. Disciplinary offenses serious enough to warrant expulsion or penalties through civil or criminal courts will result in immediate dismissal. Once a member has been dismissed, he/she will never again be eligible for membership. Dismissals for reasons other than scholarship may be appealed through the same channels that other disciplinary appeals are made. Seniors must have a 3.4 GPA at graduation to maintain membership and wear the NHS insignia in the graduation ceremonies.

Night of Excellence

In the spring, teachers will present awards to students of exceptional achievement in specific subject areas.

Exemption Forms

The Winston-Dillard School District may excuse students from a state required program or learning activity, where necessary, to accommodate students' disabilities and/or religious beliefs. Exemption will be considered in response to a written request for exemption from the student and his/her parent or guardian. Credit toward graduation is not granted for educational components exempted from the student's program. The district may approve and grant credit to a student for an alternative to a state required program or learning activity. Contact the school guidance counselor if information is needed.

Electronic Communications System

The Board is committed to the development and establishment of a quality, equitable and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching. The district's system will be used to provide statewide, national and global communications opportunities for staff and students. The superintendent will establish administrative regulations for the use of the district's system including compliance with the Children's Internet Protection Act. Failure to abide by district policy and administrative regulations governing use of the district's system may result in the suspension and/or revocation of system access. Additionally, student violations will result in discipline up to and including expulsion. Staff violations will also result in discipline up to and including dismissal. To view the full policy IIBGA visit www.wdsd.org.

Field Trips

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

Make-up Work

It is the student's responsibility to make up work missed due to absence. When the student returns to school, he or she should contact the teachers and get assignments. The student is to complete the work as soon as possible. All makeup work policies will be set by the teachers and students must be in communication with them in regards to how they should go about earning credit back.

Homework

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

Students at Douglas High School can expect regular assignments in all courses (especially core requirement courses). At the beginning of each school year, staff will provide students with information about course requirements, projects, exams, homework assignments, and other performance expectations. Students are expected to develop regular home study habits during the course of the school year.

Pass/No Pass

Teacher Assistant is the only courses taken as Pass/No Pass

Progress Reports

Official quarter and semester grades will be mailed to parents shortly after the end of each grading period. Current grades can be found on StudentVue/ParentVue.

Parents may wish to obtain additional feedback regarding grades and progress. A parent may request this service through the student's counselor. This activity may take a few days, and the information can be summarized by the counselor over the phone or in a conference at the school.

Scheduling

The key to good scheduling is careful preparation and planning. Selecting the right courses is very important to effective student scheduling. Many promising futures are built on wise decisions about school. If planning is taken seriously, there should be little reason for a schedule change later. Counselors will be going into classrooms to advise students on what classes are offered and assist with picking the ones that best fit.

Schedule change requests are permitted during the first two (2) weeks of semester 1 and semester 2. Schedule changes will be considered in the following circumstances only:

1. The student does not have a full schedule.
2. The student's schedule includes duplicate courses or courses already completed.
3. The student schedule is missing a core course (i.e., graduation) requirement.
4. On rare occasions an extenuating personal circumstance per administrative approval.

Students or parent requests (1) for a schedule change or (2) to withdraw a student from a course after the two-week schedule change period are subject to the following conditions:

1. Students who drop a course after the 2-week schedule period are grade responsible; i.e., the student will receive a failing grade for the dropped course.

2. Students requesting to transfer classes may do so only with the agreement of the student's supervising guidance counselor and teachers involved in the transfer exceptions to the transfer/drop policy (after two weeks) will be considered only in extenuating personal circumstances (e.g., student or family health/medical emergency) and are subject to approval by the principal.

Partial Day

Douglas High School requires that students be in attendance for four full years carrying seven classes under normal circumstances. Occasionally, early release is assigned to a student. This is done by administrative decision on an individual basis. Students on home release are not to loiter either on the school grounds or in Winston, and for that reason are not to use the school bus during the time of day the home release is assigned. Home Release will only be assigned during either 1st, 2nd, 6th, or 7th period. All students will be required to have 5 courses.

Withdrawing From School

Students who are transferring to other school districts will make the change more easily if they following the withdrawal procedure outlined below.

1. Report to the registrar in Student Services to request a withdrawal form before your last day at Douglas High.
2. The registrar will give you a withdrawal form and a transcript release form to be signed by parent or guardian.
3. Take the withdrawal form to your classes the last day you are in school to get your grades and to have teachers verify that you have returned textbooks.
4. Return the signed withdrawal and transcript release forms to the registrar who will provide you with a copy of your transcript and your schedule of classes to simplify your enrollment in your new school.

Early Graduation

Douglas High School requires that students be in attendance for four full years carrying seven classes under normal circumstances. In some cases, it may be educationally advisable for a given student to meet graduation requirements with less than four full year's attendance. However, this decision should come about only as a result of a planned program. Parents who are interested in discussing such a program must contact their student's counselor prior to the end

of their junior year.

Graduation - Academic Honors

To be considered for traditional grade 12 academic honors, the valedictorian, salutatorian, and top 10 academic students will be selected according to the following procedure:

1. The valedictorian will be the student with the highest-grade point average as computed at the end of seven semesters* of high school work;
2. The salutatorian will be the student with the second highest grade point average as computed at the end of seven semesters of high school work;
3. In case of a tie for valedictorian, co-valedictorians will be honored;
4. In case of a tie for salutatorian, co-salutatorians will be honored;
5. Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for valedictorian or salutatorian.
6. To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Douglas High School prior to and continuously following the 10th school day of the student's senior year.
7. To receive top 10 honors, you must have completed seven semesters of high school work;
8. Students who graduate early and/or attend Dillard Alternative, whether in person or online, with a GPA commensurate or higher than with top 10 recipients will be recognized for their outstanding achievement, but *will not* be considered a top 10 honor student, valedictorian, or salutatorian.

* A semester is defined as a session constituting half of the academic school year lasting between 18-21 weeks.

Diploma Requirements

Minimum graduation/diploma standards describe the required amount of schooling a student must complete to qualify for a diploma and graduation. In most instances, the successful student's personal standard of excellence will exceed these minimums. Subjects required for graduation from Douglas High School and the recommendation for their sequence is as follows:

Grade 9	**Credits**	**Grade 10**	**Credits**
English 1	1.0	English 2	1.0
Mathematics	1.0	Mathematics	1.0
Science	1.0	Science	1.0
P.E/Wellness	1.0		1.0
Fresh Success/Health	1.0	Global Studies	1.0
Electives	1.0	Electives	2.0
CTE/FL/FA	3.0		
		Grade 12	
Grade 11			
English 3	1.0	English 4	1.0
U.S. History	1.0	U.S. Gov/Civics	1.0
Science	1.0	Electives	4.0
		Adulting	1.0
Mathematics	1.0		
Electives	3.0		
Health	1.0		

Full time students at Douglas High School are enrolled in seven courses earning seven credits per year. Any course which meets once a day for one semester carries .5 credits. No credit is accumulated for courses in which a failing grade is earned or for courses from which the student withdraws prior to completion of one semester of course work. The grade classification of each student will be determined by the number of years that the student spends in the high school environment. A total of **24** credits are required for graduation from DHS. It is possible to earn as many as 28 credits during four years of high school. Douglas High School recommends that to participate in a successful educational program each student should have earned the following credits by the end of each school year.

Freshman	7 Credits	Junior	21 Credits
Sophomore	14 Credits	Senior	24 Credits

Essential Skills: In January 2007, the State Board Education adopted essential skills as a requirement for high school

graduation. Students must demonstrate proficiency in identified essential skills to receive a high school diploma. More specifically, students must pass state standardized assessments which meet state benchmarks, or prove proficiency through a work sample process. Students will be tested in reading, writing, and mathematics. For more information on the Essential Skill requirements, please contact the Douglas High School Administration.

Required Credit: Required credit is earned for approved courses that are designed to impart skills and/or knowledge, which can be of fundamental value to all adults. Earning required credits assures a basic educational background for all students. For the graduating class of 05 and beyond, Oregon colleges will only honor college prep courses in which a student earns a C or better.

Elective Credit: The remaining required credits are earned from elective course offerings. Elective offerings provide a course of study designed to address individual student needs, interests, career plans, etc.

Community Service Requirement: DHS students are required to complete 100 hours of community service. Student community service hours correlate directly with the Oregon Department of Education standards for essential skills, personalized learning, and high academic expectations. Students are required to complete hours and write reflections about their experiences on Community Service sheets available from guide group teachers, main office, or the library.
Credit Recovery: If a student is in need of retaking a course to gain credit towards graduation, they will re-take the course live and in person. They will not be permitted to take an online course to regain the credit. Additionally summer school may be a viable option to obtaining lost credits.

Diploma

A diploma shall be granted upon successful completion of the following requirements as specified by the Board of Education of School District #116:

- 18 required course credits
- 6 elective course credits
- Complete 100 hours of community service
- 12 years of educational experience or the equivalent
- Meet minimum Oregon State requirements for instructional attendance
- Meet required Essential Skills

A certificate, which identifies acquired skills, may be awarded to those students who have met some, but not all, of the requirements for the diploma and have chosen to end the formal school experience.

ONLY THOSE STUDENTS WHO HAVE MET ALL DIPLOMA REQUIREMENTS MAY PARTICIPATE IN GRADUATION EXERCISES.

Graduation Requirements

The Board establishes graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma, and an alternative certificate, which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than 4 years if consent is received by the student's parent or guardian or by the student if they are 18 years of age or older or emancipated.

Students will have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma, or an alternative certificate at each high school. The district provides age-appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the modified or extended diploma requirements.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified or extended diploma is awarded,

or the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in the later of 4 years after starting the ninth grade, or until the student reached the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in less than 4 years but not less than 3 years. To satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than 4 years, the student's parent or guardian or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21.

A student [in good standing] who qualifies to receive or receives a modified diploma, an extended diploma, or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who received a modified diploma, an extended diploma, or an alternative certificate shall have access to instructional hours, hours of transition services, and hours of other services that are designed to meet the unique needs of the student, and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate, or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma, or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

The district may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma.

Credit Options

Course Challenge Requirements - Douglas High School offers a form of course challenge to students for most required classes.

Contact the counseling department for specific directions and processes, as there are time lines to meet. Contact must occur one (1) week prior to school starting to arrange for Fall semester testing and two (2) weeks prior to start of second semester. Subject to availability of course final and teacher approval.

Eighty percent (80%) accuracy must be obtained for credit.

The district administration has sole power to waive and/or adjust this credit challenge on an individual basis.

CREDIT FOR PROFICIENCY

In addition to credit by completing classroom or equivalent work in a course a student may receive credit toward a diploma or a modified diploma by one or more of the following options, if the student demonstrates defined levels of proficiency or mastery of recognized standards through:

1. Classroom or equivalent work that meets Common Curriculum Goals and academic content standard required by OAR 581-022-1210;
2. Classroom or equivalent work;
3. Passing an appropriate exam;

4. Providing a collection of work or other assessment evidence; and/or
5. Providing documentation of prior learning experiences.

A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

Independent Study -When a student wishes to pursue an interest or skill that cannot be obtained in any normal academic procedure, independent study may be appropriate. Interested students must first contact a counselor and then make arrangements for a suitable teacher/supervisor.

College Transfer - Any quarter hours must be verified by presenting a certified college transcript.

Transferring Credit(s) for Alternative Educational Instruction

Upon qualification, the Winston-Dillard School District will be accepting credits earned through approved programs during an academic year. Verification that courses meet district standards may be requested as per Administrative Rule JECDA –AR Transcription Evaluation Procedure. Pre-approval of online courses will be required as per JECDA-AR. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

Work Experience Program

Douglas High School offers a cooperative education program that includes on-the-job work experience. This program is primarily intended for students who have secured paid employment but is available for students seeking internship opportunities. This program is only open to juniors and seniors. The purpose of the program is to enable students to apply basic skills they acquired at high school to real work situations. See your counselor for more information.

STUDENT SERVICES

Counseling and Guidance

Student Services provides a wide variety of options to enhance each student's success and pursuit of excellence. Among other things, counselors and student service specialists can help students in the following areas: course selection and program planning, organization and study skills, school policies and procedures, requests for school records, planning for the future-jobs, college, military, career exploration, and financing education after high school.

Academic Counseling

Students are encouraged to talk with a district counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades [9-12] shall be notified annually about the recommended courses for students. Students who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug and alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

Library

Media Center hours of operation are from 7:05 am to 3:00 pm Monday-Thursday (closed at lunch), and provides students access to resources and a QUIET place to study. In the DHS Media Center/Library, students can check out books, borrow a Chromebook or charger for the day, and get help with passwords or Chromebook issues.

The DHS Media Center has several important guidelines which need to be followed by students:

1. Students must have a SmartPass or signed pass from their teacher in order to use the Media Center during regular class time.

2. Cell Phones are not allowed to be used.

3. The Media Center hosts Learning Labs for online classes, RTIs, students working on assignments and others reading or checking out books. Voices must be quiet so that students can concentrate and be productive.

4. Students must be respectful to one another and the Media Specialist, or they will be asked to leave.

DHS Chromebooks:

· A Chromebook and charger is checked out to each student at the beginning of each school year (or upon enrollment) from the Media Center. Every student is given the "Winston-Dillard Schools Student Pledge for Chromebook Use" form at that time. Students and their parent(s)/guardian(s) are asked to review the form and sign and return it to the Media Center within a week of obtaining their device. This form addresses expectations of care for the device and student responsibility for bringing their Chromebook daily, charged for use. It also explains that Chromebooks and chargers that are LOST or intentionally damaged will result in a fine. $250 for Chromebooks and $25 for chargers.

· Chromebooks and chargers will be returned to the Media Center at the end of each school year (or upon unenrollment). Lost item fines will be imposed at that time. Students who need a device for summer school classes or school related purposes will be asked to sign a "Summer Chromebook Agreement" form.

· Chromebooks and chargers are available for "Daily Checkout". Students must return these the same day and the above listed fines still apply if these items are Lost.

Library Books:

· Students may check out up to 3 books at a time for a period of 21 days before returning or renewal.

· Fines will be imposed for books that are Lost or damage that is beyond repair. Fines vary according to individual book replacement cost.

Internet Usage:

Internet safeguards: The Winston-Dillard School District has a filtering program installed on all computers. This filter blocks inappropriate material for most offensive sites. It is possible that some offensive material can be viewed, but this is the exception and not the rule. Also, a certified teacher and a certified media specialist will monitor students throughout the school day and make every effort to ensure student safety in this matter.

Internet Permission Slips: Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instruction needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including e-mail access, is strictly prohibited for personal use, in addition to official district business consistent with Board policy, the general use prohibitions/ guideline/etiquette and other applicable provisions set forth in administrative regulations.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;

2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;

3. The on-line activities of students are monitored;

4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;

5. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;

6. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;

7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;

8. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

All DHS students are required to have a signed "Internet Permission Slip" on file (* this is completed online during registration). Once signed, this permission slip will stay on file and be in effect for as long as the student attends DHS. The purpose of the "Internet Permission Slip" is to verify that the student understands what the expectations are regarding internet use. By signing the form, the student agrees to abide by all the rules and provisions of the District's Policy. (A copy of Winston-Dillard's "General System User Responsibilities, code IIBGA-AR2 is attached to the

permission slip.) To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

If a student purposely views, downloads or prints inappropriate material from the internet, they will face severe disciplinary action, as well as, loss of computer privileges.

Students who do not have a signed internet permission slip on file will not be allowed to use the computers AT ANY TIME.

Note: If the parent/guardian denies the student access to use of the internet, but will allow computer use for word processing, etc., special arrangements can be made.

STUDENT CONDUCT

Philosophy Statement: Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules, and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state law. Student conduct and achievement are inexorably linked. Student work habits and interpersonal skills significantly impact the learning experience and serve as the foundation for lifelong achievement. Teaching appropriate student conduct is best achieved through a ***partnership*** involving students, parents, and educators. The following guidelines, suggestions, policies, and procedures are designed to foster a partnership in student achievement at Douglas High School.

Student Rights and Responsibilities

Student rights and responsibilities include, but are not limited to, the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure their rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

Student Achievement and Parent Participation

Parental Involvement: Parental involvement is a critical factor in the development of appropriate student conduct and work habits. The following suggestions are designed to encourage parental involvement in student conduct, work habits,

and achievement:
*Reinforce regular and punctual attendance
*Discuss student assignments and activities on a regular basis
*Compliment student effort and work quality as appropriate
*Provide a quiet, well-lit home study area
*Monitor and guide student homework assignments
*Encourage student to seek additional help from teachers (before/after school)
*Communicate regularly with staff regarding student performance
*Insist on sufficient rest, proper diet, and periodic health exams
*Reinforce school policies and procedures
*Whenever possible, attend student activities and performances

Parent-School Communication: Parent input regarding student performance or staff expectations is important and should be addressed according to the following procedure:

Step 1 - Contact appropriate staff member directly regarding input or concern(s). Please allow for a reasonable response time from staff members.

Step 2 - Unresolved concerns from step one should be addressed to the building principal.

Step 3 - If a concern remains unresolved after step two, the parent/guardian has the option to submit a district patron complaint form as provided for in school board policy.

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.
The district's disciplinary options include using one or more discipline management techniques, including counseling by teachers, counselors and administrators; detention; suspension; expulsion; loss of driving privileges and loss of right to apply for driving privileges; loss of privileges, honors and awards and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement. No student will be subjected to corporal punishment.

Student Achievement & Attendance

Attendance Policy

Philosophy Statement: Regular and punctual attendance in all classes is expected at Douglas High School. Regular student participation in classroom discussions, lectures, demonstrations and other learning activities is an important factor in student achievement; irregular attendance is often associated with student failure and frustration with the schooling experience.
Ultimately, school attendance is the responsibility of the student and parent. School officials will make every reasonable effort to assist and support parent efforts to reinforce regular student attendance.

Attendance

ORS 339.065 Estimates of attendance: irregular attendance/excused absences

(1) In estimating regular attendance for purposes of the compulsory attendance provisions or **ORS 339.00 (Definition for ORS 339.040 and 339.125) to 339.030 (Exemptions from compulsory school attendance), 339.040 (Attendance supervisors) to 3399.125 (Contract for admission of nonresident pupils), 339.137 (Residency of student at youth care center), 339.420 (Child excused to receive religious instruction) and 339.990 (Penalties),** the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

(2) An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

(3) Any pupil may be excused from attendance by the district school board for a period not to exceed five days in

a term of three months or not to exceed 10 days in any term for at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends.

Compulsory Attendance: All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Persons having legal control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to have the child attend and maintain the child in regular attendance during the entire school term.

Staff will monitor and report violations of the state compulsory attendance law.

A parent will be issued a notification, in writing and in the native language of the parent and in accordance with law, the attendance officer will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements [may] be issued a notice by the district for the student's failure to attend school.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child may be a Class A violation.

Absences: Each school shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal or religious considerations.

A student who must leave school during the day must bring a note from their parent. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse or front office.

A student's absence from school or class will be excused under the following circumstances:

1. Illness, including mental and behavioral health of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Student is a dependent of a member of the U.S. Armed Forces[1] who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
5. Field trips and school-approved activities;
6. Medical or dental appointments. Confirmation of appointments may be required;
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. 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.

A student shall be considered to have **withdrawn from school** if the student has:

1. More than 10 consecutive days of unexcused absence; or
2. Fifteen school days total of unexcused absences during a single semester.

[1]U.S. Armed Forces includes the Army, Navy, Air Force, Marine Corps and Coast Guard of the United States; reserve components of the Army, Navy, Air Force, Marines Corps and Coast Guard of the United States; and the National Guard of the United States and the Oregon National Guard.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

1. **Absence Policies –**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 by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

- Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.
- A student who must leave school during the day, must bring a note from his/her parent. A student who becomes ill during the school should, with the teacher's permission, report to the front office. The attendance secretary will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.
- A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent for several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher may result in a grade of zero for this assignment.
- 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.

1. All other absences will be classified as **unexcused absences.** Examples of unexcused absences include oversleeping, skip days, hair appointments, job interviews, remaining at home to complete homework assignments, driving tests, senior photos, work, car problems, transporting family members to events/activities, etc.
2. **Prearranged absences** will be processed according to the following guidelines:
    a. Prearranged absences are limited to five (5 days) per semester
    b. The student's academic and attendance records are satisfactory
    c. Prearranged absence requests are required for anticipated absences of three (3) days or more
    d. Students are responsible for all missed course work
    e. Students are required to submit prearranged absence forms to their teachers prior to approval and well in advance of the absence
    f. School officials shall determine whether a prearranged absence is excused or unexcused
3. **Extracurricular Absences.** School-sponsored or sanctioned activities are exempt from and will not be counted in the attendance policy.

A. Notification

1. Parents must contact the school, by telephone or signed note, **within 48 hours of student absence. After 48 hours, the student absence will be classified as truant (see truancy policy).**
2. Student absences will be excused according to school policy (see above)
3. Parents will be notified each day a student is marked unexcused absent by our automatic calling system. The system will call the primary contact number listed in the student's records.

B. Corrective Action

1. **Truancy Policy:** A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities. Students leaving campus during the day in violation of school checkout procedures shall be considered truant. Students arriving to school late in the morning or after lunch must check in at the attendance office with a parent note or phone call regarding the absence. Students failing to comply with this procedure shall be considered truant.

2. **Chronic Truancy or Absenteeism**: Students demonstrating chronic truancy or absenteeism are subject to the following interventions:
    a. Expulsion
    b. Misdemeanor citation as per irregular attendance policy.
    c. Placement in alternative educational setting.

[NOTE: Absences resulting from school related activities are excused and will not be considered as part of the intervention definitions above.]

C. Exemptions from Compulsory Attendance

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Enrolled in a community college or other state-registered alternative education program.

All such request must be submitted in writing to the principal and include documentation of the student's enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available. Approved exemptions will make the student free to enroll at any alternative education institution as they will no longer be a student of DHS.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school.

Parents will be notified of the need to reapply for an exemption or return the student to school until a high school diploma or equivalent is earned, or until the student reaches age 18.

Student Conduct Disciplinary Definitions

Minor Infractions: Minor student infractions (lack of preparation, excessive talking, etc.) are generally addressed by the individual teacher. Students demonstrating a pattern of minor infractions are subject to disciplinary action.

Major Infractions: Major student infractions (insubordination, fighting, illegal substance use, etc.) are to be referred immediately to an administrator.

Detention: Detentions will be served at lunch. Parents will be notified of the disciplinary action as soon as possible as well as be told the number of detentions to be served. All students will be responsible to know when they have detention as well as the amount they have.

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. Suspensions will be determined based off the Discipline Matrix and administrative discretion.

In-School Suspension: In-school suspension is a short term, supervised exclusion of the student. The student and parent will be advised that in-school suspension has been assigned. Procedures and guidelines for in-school suspension include:

1. Parent/guardian notification of misconduct and suspension date.
2. The student is to report to the front office on the assigned time and date of suspension.
3. The student is to work quietly and productively on school-related assignments for the duration of the suspension.
4. Students are expected to be cooperative and respectful at all times.
5. Students failing to serve in-school suspension as assigned are subject to further disciplinary action including out of

school suspension.
6. Suspensions will be calculated using periods instead of full days. For instance, a student suspended for three days must serve 21 periods of in school suspension.

Out-of-School Suspension: Out-of-school suspension is a short or long-term exclusion (maximum 10 days) of the student. Students suspended out of school are not permitted on campus for the duration of the suspension. Procedures and guidelines for out-of-school suspension include:
1. Specification of charges to the student.
2. An opportunity for the student to present his/her view of the alleged misconduct.
3. Parent/guardian notification of the charges, suspension, and conditions for reinstatement.
4. Exclusion of the suspended student from participation and/or attendance at school activities for the duration of the suspension.
5. In special circumstances a suspension may be continued until some specific pending action occurs, such as a physical or mental examination or incarceration by court action.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

Expulsion: Student may be expelled for any of the following circumstances:

a) When a student's conduct poses a threat to the health and 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

Expulsion is a long-term exclusion of the student, not to exceed one (1) year (see weapons policy exception). Expelled students are denied the privilege of attendance at school or school activities in the district. Procedures for student expulsion from school include:

1. Notice to the student and parent/guardian of the charge(s) and the specific facts that support the charge(s).
2. An expulsion hearing as provided for in OAR 581-021-0070.

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. 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.

Student Conduct & Discipline

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.

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

Off campus conduct and outside of school time conduct that violates the district's Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Students will be subject to discipline outlined within the Secondary Discipline Matrix. Discipline can include detention,

suspension, expulsion, denial and/or loss of awards and privileges and 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 - Suspected Abuse of a Child Reporting Requirements;
5. *Violent behavior or threats of violence or harm as prohibited by Board policy JFCM – Threats of Violence
6. *Disorderly conduct, false threats and other activity causing disruption of the school environment;
7. *Bringing, possessing, concealing or using a weapon as prohibited by Board policy JFCJ- Weapons in the Schools
8. *Vandalism, malicious mischief and theft, as prohibited by Board policies ECAB – Vandalism and JFCB - Care of District Property by Students including willful damage or destruction to district property; or to private property on district premises or at school-sponsored activities;
9. *Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation
10. Possession, distribution, or use of tobacco products**, inhalant delivery systems, alcohol**, or drugs**, or other controlled substances including drug paraphernalia as prohibited by Board policies JFCG/JFCH/JFCI – Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems, JFCH – Alcohol and JFCI – Substance/Drug Abuse
11. Use or display of profane or obscene language; Disruption of the school environment
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of district transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

*In regard to harassment, intimidation, menacing, coercion, threats of violence or harm, weapons law violations and in accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

**A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such request to ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

** Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

In accordance with the federal Gun-Free School Zone Act, possession, or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful manufacture or delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

**In regard to tobacco, alcohol or drugs, and in accordance with Oregon law, any person under age 21 possessing a tobacco product or an inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.785. Any person who distributes, sells or allows to be sold, a tobacco product in any form, a tobacco-burning device or an inhalant delivery system, to a person under 21 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

"Dangerous weapon" is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.

"Deadly weapon" is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

"Firearm" is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer, or any destructive device.

"Destructive device" is defined as any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

In accordance with 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.

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.[1]

Tardiness: Students are expected to be in their seats when the final bell rings. Students arriving to class beyond five minutes late may be referred to school administration for cutting class. Students tardy to class are subject to disciplinary action (per semester and the Secondary Discipline Matrix):

Personal Electronic Devices and Social Media: Students may possess personal electronic devices in district facilities during the school day only as authorized by the administration. A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.

Students permitted to possess a personal electronic device are prohibited from having the device on active mode during class time. Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.

The district will not be liable for personal electronic devices brought to district property and public charter school-sponsored activities. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using public charter school equipment.
Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other

appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

Cell Phones: Students are only permitted to use cell phones before and after school. During the school day all phones must be put away and are not to be accessed. If a student must use their phone they are to report to the office and ask permission.

Skateboards/Roller Blades: Student use of skateboards, roller blades, or similar devices is prohibited in all areas of campus.

RESTRAINT AND SECLUSION

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

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[1] The district is prohibited from retaliating against any student "for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation." ORS 659.852.Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee or volunteer as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others.

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.

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 who administered the restraint or seclusion;
    e. A description of the training status of the staff of the public charter school 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. The completed Restraint and/or Seclusion Incident Report Form shall include the following:
    a. Name of the student;
    b. Name of staff member(s) administering the restraint or seclusion;
    c. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
    d. Location of the restraint or seclusion;
    e. A description of the restraint or seclusion;
    f. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
    g. A description of the behavior that prompted the use of restraint or seclusion; Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
    h. Information documenting parent or guardian contact and notification.
6. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.
7. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.
8. 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.
9. The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention.
The use of a seclusion cell is prohibited.
Parents will be notified if their student has been restrained or secluded as described above.

Student Conduct: Threatening Behavior Definitions

Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing/Teen Dating Violence/Domestic Violence

Hazing, harassment, intimidation or bullying, [menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students are strictly prohibited and shall not be tolerated in the district. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.
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 discipline, up to and including expulsion. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org.

Hazing: Includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment. (i.e., personal servitude; sexual stimulation/sexual assault; forced consumption of any drink, alcoholic beverage, drug, or controlled substance; forced exposure to the elements; forced prolonged exclusion from social contact, sleep deprivation. More specifically, a forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing. Disciplinary action will take place if an incident of this nature happens under the jurisdiction of the school.

Harassment: "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;
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

Dangerous Weapons: Dangerous and illegal weapons or replicas of weapons, or instruments used in a dangerous manner are forbidden on school property or any setting under the jurisdiction of the school district including school activities. Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, $125,000 fine and forfeiture of firearm and/or other dangerous weapon or both.

Any student in possession or use of dangerous or annoying instruments such as firearms, explosives, live/blank ammunition, fireworks, incendiary devices or lighters is strictly prohibited. Students in violation of this policy are subject to disciplinary action up to and including suspension maximum 10 days and expulsion maximum 1 year.

Reporting Requirements Regarding Students: Sexual conduct by district employees, contractors[2], agents[3], and volunteers[4] is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to Board policy JHFF/GBNAA – Suspected Sexual Conduct with Students and Reporting Requirements.

"Sexual conduct," means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance or of creating an intimidating or hostile educational environment. "Sexual conduct" does not include touching or other physical contact that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

"Student" means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The district will post in each school building the name and contact information of the designated superintendent and, in the event the designated licensed administrator is the suspected perpetrator, for the respective school buildings to receive sexual conduct reports, and the procedures the designee will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports at Douglas High School is the principal. In the event this person is the suspected perpetrator, the superintendent shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and

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[2] "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

[3] "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

[4] "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools.

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

Teen dating violence: 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

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

Cyberbullying - The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Students or volunteers may report cyberbullying anonymously. Remedial action shall not be based solely on an anonymous report.

"Cyberbullying" is the use of any electronic communication device to convey messages in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational environment may also be considered cyberbullying, harassment, intimidation, or bullying.

Domestic Violence "Domestic violence" means abuse by one or more of the following acts between family and household members:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

"Cyberbullying" is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal electronic devices or district equipment to violate this policy.

"Menacing" includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

"Retaliation" means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.

The Principal will take reports and conduct a prompt investigation of any report of an act of hazing harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the Principal who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her 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 subjected 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 complaints will be promptly investigated in accordance with the following procedures:

Step 1 Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the principal. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter 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, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 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 30 days of receipt of the appeal by the Board.

Students with Sexual Harassment Complaints

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures

Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment: of students by staff members, other students or third parties; of staff members by students, other staff members, or third parties; and of third parties by staff members and students. This policy applies to third parties who are on or immediately adjacent to school grounds or district property, are at any school-sponsored or district-sponsored activity or program, or are off school or district property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored or district-sponsored activity or program.

"Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events. "District" includes district facilities, district premises, and nondistrict property if the student or employee is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the jurisdiction of the district or where the employee is engaged in district business.

The district's sexual harassment policy is posted on the district's website and in all [grade 6 through 12] schools.

All staff members, students, and third parties are subject to this policy.

Sexual harassment of students, staff members or third parties shall include:

1. A demand or request for sexual favors in exchange for benefits;

2. Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with a student's educational program or activity or that creates an intimidating, offensive or hostile educational environment; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with the staff member's ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and

Assault when sexual contact occurs without the students, staff members or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Examples of sexual harassment may include, but not be limited to, [1]physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

All complaints or reports about behavior that may violate this policy shall be promptly investigated.

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official so that the district official (and the reporting staff member when the victim of the harassment is a student or third party) may coordinate efforts to take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions that are necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the staff member who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to [immediately] report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint from a student or the student's parents, a staff member or a third-party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(5) to the complainant.

The person who initiated the complaint and if applicable the student's parents or person's parents shall be notified when the investigation is initiated and concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal student confidentiality laws.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participates in the investigation. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in all grade 6 through 12 schools all schools. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

Principals, the compliance officer, and the superintendent have responsibility for complaints and investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any sexual harassment information (i.e., reports, complaints, rumors, etc.) shall be presented to the district officials such as the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. The rights of the student, student's parents, staff member, person or person's parent who filed the complaint;
2. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parents may pursue including the person designated for the school or district for receiving complaints;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services, or peer advising;
5. Information about the privacy rights of the student, student's parents, staff member, person or person's parents and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment; and
7. Notice that students who report information about possible prohibited conduct and students who participate in an investigation under Board policy, GBN/JBA – Sexual Harassment, may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and discovered as a result of the ensuing report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size, and font that allow the notification to be easily read; and
3. Include that this information is made available to students, students' parents, staff members, and members of the public at each school office, at the district office, and on the school or district website.

Step 2 The district official receiving the information or complaint shall promptly initiate an investigation. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in Step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 4 If a complainant is not satisfied with the decision at Step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Complaints against the principal may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent

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.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure

Division 22 Education Standards Complaints

Any resident of the district, parent of a student attending district schools, or a student attending a school in the district may express a concern alleging violation of the district's compliance with a Division 22 educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint within 30 days at any step or within 90 days of the initial filing of a complaint with the district (whichever occurs first), any complainant may appeal direct to the Deputy Superintendent of Public Instruction.

Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal 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, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

Property Damage/Theft:

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. This includes damage to the district's network and other electronic systems. 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 penalties and/or restrictions may be imposed. Students who willfully damage school property or the property of others, or steal school property or the property of others face disciplinary action including the restitution of damages and up to and including suspension (maximum 10 days) and expulsion (maximum 1 year).

Tobacco Products and Inhalant Delivery Systems:

Student possession, use, sale or distribution including smoking of any tobacco product or inhalant delivery system is strictly prohibited. Any form or promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. "Tobacco product" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew, or snuff in any form. This does not include USFDA approved tobacco products or other therapy products used for the purpose of cessation

"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 sold solely for the approved purpose.

[1] "School property" means any property under the control of the district.

Insubordination/Possession:

In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or allows to be sold, a

tobacco product in any form, a tobacco-burning device or an inhalant delivery system, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999. Students in violation of his policy face disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year). Law enforcement officials may be contacted.

Electronic Nicotine Devices (E-Cigarettes):

The use or possession of electronic nicotine devices is prohibited on school grounds. Students in violation of this policy face disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year). Law enforcement officials may be contacted.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol, and tobacco products and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district- related activity, regardless of time or location and while being transported on district-provided transportation. Student in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Drug, alcohol, and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students. The district has a fundamental and ethical obligation to prevent drug, alcohol, and tobacco use and to maintain a drug-free educational environment.

An intervention program to eliminate drug, alcohol, and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol, and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically, and/or legally as a result of illegal drug, alcohol, and tobacco use.

Drug/Alcohol: The unlawful possession, sale or supply of any alcohol, narcotic, dangerous drug, counterfeit drug, drug paraphernalia, or controlled substance on or near school premises or at any school sponsored activity is prohibited.
A student shall not use, be under the influence of, transmit, or be in possession of, any narcotic drug, hallucinogenic drug, amphetamine or amphetamine look-alike, barbiturate, marijuana, alcohol, or intoxicant of any kind represented as an illegal drug on or about school premises or any school sponsored activity. Students found to be in violation of this policy shall be immediately suspended and recommended for expulsion. If, after expulsion proceedings, the student is found guilty of such charges, the hearings officer may recommend one of two actions:

1. The student shall be expelled from school for a period not to exceed one calendar year.
2. The student shall be expelled and placed in a reentry program under the following conditions:
    a. The student may return to school after notification from the hearings officer, or ten (10) school days, whichever comes first.
    b. The student and parent/guardian shall agree to successfully complete a school sanctioned substance abuse workshop (urine samples will be required at parent/guardian expense).
    c. The student shall agree to abide by conditions set forth in a behavioral contract.
    d. Failure to comply with any of the conditions set forth in the reentry program shall be grounds for expulsion.

Health and law enforcement agencies may be contacted for purposes of investigation and consultation during the above proceedings. Parents shall be notified of the above proceedings.

[10]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.

Student Conduct: Miscellaneous

Cheating: An attempt by any student to use unauthorized materials or information during a test or in the preparation of an assignment shall be considered cheating. Examples of unauthorized behavior are obtaining test items prior to an exam, copying tests or homework, plagiarizing, use or possession of "crib notes," etc. Students in violation of this policy are subject to the following disciplinary action:
1st Offense: loss of credit for test or assignment; parent notification by phone or mail by teacher; referral to administrator and counselor.
2nd Offense: Same as first offense; referral to administrator for conference/disciplinary action
Subsequent Offenses: Willful disobedience referral to administration.

Use of Artificial Intelligence: Each teacher will set their own policies on how Artificial Intelligence (AI) is used within their classrooms. This can be subject to change based upon state or school board standards and policies

Hall Passes: Students are required to have a hall pass to leave class. This is done through Smart Pass. The student will be responsible for filling this out and following rules set by the teachers.

Food in Hallways/Classrooms: Students are given the privilege of eating lunches in the hallways. However, if these areas are not kept clean, the hallways could become closed or off-limits during unassigned time (including lunch period).

Motor Vehicles

The Winston-Dillard School District Board of Education has adopted regulations with respect to the operation and parking of vehicles on all property controlled by the district.
Student Automobile Use: Students who drive cars to school are subject to parking and driving rules developed by the principal, in addition to those laws governing the operation and parking of vehicles in the State of Oregon. Violation of those rules and laws are punishable to the extent of suspension of driving privileges. The superintendent of schools may make a request to the Department of Transportation for the suspension of a student's driving privilege or the right to apply for driving privileges. If the student involved is at least 15 years of age and has been expelled for bringing a dangerous weapon to school or has been suspended or expelled at least twice for any of the following offenses.

[10] The district is not required to provide or administer this medication.

1. Assaulting or menacing a school employee or other student.
2. Willful damage or injury to district property.
3. Use of threats, intimidation, harassment, or coercion against a school employee or another student.

Driving Standards: A driver is not to disturb normal school activities or functions, endanger pupils or personnel, or damage school property or facilities. Only persons with legitimate business at the school should park on district property. People violating district regulations will be guilty of a misdemeanor as defined in ORS 161.080.

Citations may be issued to a student driver by Douglas High School teachers or administrators. Failure to abide by the regulations governing vehicles on campus may result in the suspension or termination of driving privileges. Those who persist in disregarding the driving regulations are subject to disciplinary action.

Parking Standards: Proper parking specifies that vehicles will be parked within designated parking areas. Students are not to park in Fire Lanes or NO PARKING areas. Improper parking could result in towing of vehicles at the owner's expense.

The parking lot is off-limits during the school day. Students leaving the lot prior to the end of the school day need written authorization from the front office. This rule is in the interests of the security of all student automobiles. Any student in the parking lot without written authorization from the assistant principal or attendance office will be referred for disciplinary action.

Search and Seizure

District officials may search the student, their personal property, and property assigned by the district for the student's use on district property or when the student is under the jurisdiction of the school when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item

that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be “reasonable in scope”, that is, the measures used are reasonably related to the objectives of the search, the unique features of the official’s responsibilities, and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation, or school rule, or which the possession or use of is prohibited by such law, policy, regulation, or rule.

District-owned storage areas assigned for student use, such as lockers, and desks, may be routinely inspected. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance or proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation, or school rule, may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Procedures for Search/Seizure:

1. A search of an individual's person and/or property should be limited to a situation in which there is reasonable cause for a search. Whenever possible (and if an emergency situation does not exist), the student will be informed and present during a search of property.
2. Illegal items or other possessions (firearms, weapons, etc.), reasonably determined to be a threat to the safety or security of the possessor or of others may be seized by district officials.
3. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the individual's possession.
4. A general search of school facilities, including but not limited to, desks and/or lockers, may occur at any time; items belonging to the district may be seized.
5. All items seized shall be conveyed to the proper authorities or returned to the true owners.
6. At the time school equipment is assigned to students for their use, students will be informed of conditions for the use of such equipment and of the intent of school personnel to conduct routine searches.

Procedure for Drug Dog Searches: The student body will be notified via the school bulletin of the following:

1. Entire school/campus searches may be performed at random times and dates by the Douglas County Sheriff and/or Winston Police department's dog.
2. The search will be conducted by two school employees (one administrator) and a dog handler.
3. Lockers are owned by the school and are subject to search.
4. Lockers will be opened if the dog indicates a drug presence.
5. Vehicles parked on campus in school designated parking spaces are subject to search.
6. Owners of vehicles parked on campus will be asked to open the vehicle if the dog indicates drug presence.
7. Items found will be confiscated by school and submitted to police for testing.
8. If dangerous weapons are found, they will be confiscated and appropriate disciplinary action will be taken.
9. School disciplinary action will be followed if drugs and/or paraphernalia are found. (In the instance of locker partners, both may receive consequences.)
10. Parents/guardians will be notified in all cases where an item listed above is found.
11. Items may be turned over to the police if administration deem appropriate.
12. Following the initial notification, searches will be conducted at any time and as often as deemed necessary.

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 except as provided below.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of abuse of a child, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

Student Dress/Grooming

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

Responsibility for dress and grooming rests primarily with the student and their parents; however, student dress/grooming is expected to meet standards appropriate for schools. Student dress or grooming that is unsanitary or otherwise a threat to public health/safety, or disruptive to the educational process will be addressed in an appropriate manner; school officials may require students to change dress/grooming in such instances. Students in violation of dress/grooming standards (below) will be required to change clothing and may face further disciplinary action. Clothing that promotes, advertises, displays, or otherwise represents any of the following is unacceptable:

1. Obscene or profane language/images
2. Sexually suggestive language/images
3. Alcohol/tobacco/drug use
4. Harassing or threatening language/images
5. Any revealing clothing that is disruptive to the learning environment

Public Display of Affection

Public display of affection beyond holding hands or walking arm-in-arm is **not permitted.** Students in violation of this standard will be advised accordingly and are subject to disciplinary action.

STUDENT CONDUCT & CITIZENSHIP

The development of appropriate citizenship skills and character traits is an important part of the learning experience at Douglas High School. As members of a democratic society, students are encouraged to develop interpersonal skills necessary to meet the demands of citizenship, work, family, and community. As such, Douglas High School challenges students to achieve "beyond the classroom".

Vision Statement: "Connecting With All Kids to Create Learning That Builds Personal Success."

Freedom of Expression: As citizens of the United States and the State of Oregon, students at Douglas High School are permitted freedom of expression. Student expression rights, however, must be balanced against the duty and obligation of school officials to provide a learning environment free of disruption. Therefore, it is the goal of Douglas High School to encourage responsible student expression, as part of an orderly, respectful, and productive learning environment.

Student expression shall not interfere with the freedoms of others. Nor shall student expression, in any way, demean, humiliate, or otherwise harass students or staff at Douglas High School. School sponsored publications are to be considered part of the school curriculum and shall not cause substantial disruption of, or material interference with, school activities or intrusions into school affairs or the lives of others. Libelous, profane, or obscene matter is prohibited in all school publications. The content of school publications is subject to administrative approval prior to publication. Students may refuse to participate in patriotic exercises as long as such non-participation does not disrupt the educational process or other proceedings.

Assembly of Students: Students shall be permitted to hold meetings on school property under the following conditions:

1. The meeting shall be scheduled with the principal's office in advance.
2. Normal class activities shall not be disrupted.
3. The meeting shall incite no hazard to person or property.
4. The meeting shall be sponsored by school officials or an official school club or organization.

5. No speaker who openly or knowingly advocates breaking the law or encourages immoral acts shall be invited to speak.

Opportunities. Students at Douglas High School are afforded a number of opportunities to build leadership and citizenship skills. Students are encouraged to participate in a variety of curricular and extracurricular activities while at Douglas High School. The following activities are available to participate in: Student Clubs, Work Experience, Athletics, Leadership Class, ASB (Associated Student Body), Student Organization, and Peer Media

DOUGLAS HIGH SCHOOL FIGHT SONG

Fight. Fight. Fight for
Old Douglas High.
Win that victory!
Come on and win that game
For Crimson and Gray
Best in the West.
You know we'll all do our best.
So on. On. On. On.
Fight 'til the end
For honor and glory we must win.
So Fight. Fight. Fight for
Old Douglas High and victory.

HISTORY OF DOUGLAS HIGH SCHOOL

In the early 1950s rapid growth in the Roseburg area made it necessary for the Roseburg School District to request that the people of the Winston, Dillard, Tenmile, and Lookingglass areas make arrangements for education their own high school students. The four areas combined on October 22, 1952 to form Winston-Dillard School District #116, and in 1953 they built a new school, Douglas High School, just west of the city of Winston.

The building was not ready for occupancy until December, so classes in the fall of 1953 were held in the old Lookingglass School, wherever space allowed. Several classes were held in the gym: on the stage, in the bleachers, and under the bleachers. After Christmas break, the students were moved into the new school building. At that time Douglas consisted of grades 7-10 since the graduating classes of 1954 and 1955 were allowed to finish their education at Roseburg High School. The first graduating class of Douglas High School was the class of 1956.

By the time the first graduation was held, the building was already getting too small for the enrollment. Soon classes were held in the gym lobby and the main entrance to the school. So, when a new wood shop building was erected in 1958, it served as four temporary classrooms. To ease classroom load, in 1959 another new school was constructed in Winston near Cary Street to house the seventh and eighth graders, who moved into that building for the 1959-60 school year.

Grades 9-12, about 350 students, then had ample room at Douglas High School for several years. But the Winston Dillard area continued to grow steadily, and by 1963 it was necessary to add a new band room and four new classrooms (203, 204, 205, and 206) which housed the social studies department.

In 1973 a new building was constructed to house the wood and metal shops, and the old wood shop was then used for small engine classes and later for science courses as Douglas High continued to grow. Through a great deal of volunteer help and community donations, a weight room was added to the gym in 1985 to enhance the physical education and athletic programs.

Enrollment at Douglas peaked at 640 in 1974, but then it declined over the next several years to just below 600, where it remained fairly stable until about 1989 when the lumber industry in the area began to decline. By the end of the 1991 and 1992 school year, the enrollment slipped to about 500 students and the teaching staff had been reduced.

In the 1950s and early 1960s Douglas was well known for the fine musicals that it produced under the direction of Mrs. Irene McLaughlin and Miss Laura Grubbs. Over the years its entire educational program has been strengthened, but special recognition has been given to the agriculture and special education programs.

Douglas has always had a well-rounded program of academics and activities. Its students have attended some of the finest universities in the nation and are found in many different professions. Band won state their 1st state title in 2009 and a 2nd title in 2010. In addition, its athletic teams have always been competitive and many athletes have received statewide recognition for their achievements. However, their most notable achievements on the team level have been their state championships in track (1975, 1976), tennis (1980, 1981, 1982), and baseball (1992).
Additionally, three of Douglas's athletes have made it into the National Football League; Dennis Boyd, Josh Bidwell, and Troy Polamalu.

Administrative Discipline Matrix – Secondary

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Attendance Incidents					
Class Cut (Skipping)	A, M	A, M	A, N, B	A, B, Q or S	A, S, I, HH
Tardiness	K	A, M, KK	A, M, KK	A, Q	A, B, F, HH
Truancy	A, M, KK	A, N, KK	A, Q or S, HH	A, Q or S, B	A, E, I, S or II, HH
Leaving Campus Without Permission	A, Q or S	A, Q or T	A, HH, Q or U	A, B, Q or U →	→
Leaving Class Without Permission	A, K	A, L	A, N or Q	A, B, Q or U →	→
Out of Assigned Area	J or K	A, L	A, M	A, Q or S, B →	→
Rule Violation Incidents					
Dress Code Violation	J or K	A, L	A, M	A, S	A, S
Cheating/Plagiarism	A, J, MM	A, M, MM	A, B, F, S, MM →	→	→
Detention – Unserved	A, M	A, M	A, Q or S	A, HH, Q or S	A, HH, Q or S
Electronic Devices (offensive/unlawful use or publication)	A, E, O, T or II, CC, HH →	→	→	→	→
Cell Phone Violation	D	A, D, HH	A, D, M, HH	A, Q or S, HH	A, Q or S, O, CC

Action Legend - Administrative Consequences/Interventions

A. Parent Contact/Conference(Phone or Letter)
B. Collaborative Problem Solving/SST Referral
C. Threat Assessment
D. Confiscation (when applicable)
E. Referral to Law Enforcement/SRO
F. Referral to Guidance Counselor
G. Referral to Substance Abuse Case Manager
H. Referral to Behavioral Specialist
I. Referral to Truancy Officer
J. Verbal Warning Administrator
K. Verbal Warning Teacher
L. Detention (1)
M. Multiple Detentions (2-3)
N. Multiple Detentions (4-5)
O. Loss of Privilege
P. In-School Suspension (less than a day)
Q. In-School Suspension (1-4 days)
R. Loss of Extra Curricular Activities
S. Out of School Suspension: 1-2 Day
T. Out of School Suspension: 3-4 Day
U. Out of School Suspension: 5-6 Days
V. Out of School Suspension: 7-8 Days
W. Out of School Suspension 9-10 Days
X. Out of School Suspension pending an investigation
Y. Driving Privileges Revoked – (1 month)
Z. Driving Privileges Revoked – (School Year)
AA. Consultation with Law Enforcement
BB. Consultation with Juvenile Department
CC. Mandatory Behavior Contract
DD. Bus Referral – Verbal and Written Reprimand
EE. Bus Referral – 1-5 Day Bus Suspension
FF. Bus Referral – 5-10 Day Bus suspension
GG. Bus Referral – Removal from School Bus
HH. Mandatory Parent Meeting
II. Mandatory Recommendation for Expulsion
JJ. Mandatory Recommendation to ADAPT
KK. Letter sent home
LL. No Contact Order w/written Contract
MM. Loss of Credit
NN. Restitution of Damages
OO. Completion of Tolerance Program Approved by Administration

Documentation in Synergy and parent contact is required for all violations requiring administrative action. School administration will make a reasonable effort to contact a student's parent with a phone call, by mail, or a scheduled parent meeting. Discipline for students with disabilities shall be in accordance with state and federal laws and Winston – Dillard School Board Polices. School Administration has the ability to apply consequences as appropriate.

Administrative Discipline Matrix – Secondary

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Disruptive Incidents					
Disruptive (Unruly) Behavior	K	A, M, F	A, B, M, H	A, Q or S, HH	A, F, O
Disruptive (Unruly) Play	K	A, M, F	A, B, M	A, Q or S, HH	A, F, O
Insubordination	A, Q or T	A, Q or T, HH	A, Q, II		
Defiance of Authority	K	A, M	A, B, H, Q or S	A, Q or T	A, Q or T
Profanity – Use of Insulting/Obscene Language	J, K	A, L	A, M	A, F, H, Q or S or T →	
Profanity Directed Towards a Staff Member	A, T	A, U, H	A, HH, II		
Inciting a Disturbance	A, J or M	A, M	A, B, Q or S or T	A, HH, O →	
Falsification/Misrepresentation (Lying, Forgery of Signature)	A, J or M, O	A, M or Q or S or T, O →			
Disruption on Campus – Minor	A, F, J	A, F, M	A, Q or S or T →		
Disruption on Campus – Major	A, T	A, U, HH	A, U, II		
Trespassing	A, E →				

Action Legend - Administrative Consequences/Interventions

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C. Threat Assessment
D. Confiscation (when applicable)
E. Referral to Law Enforcement/SRO
F. Referral to Guidance Counselor
G. Referral to Substance Abuse Case Manager
H. Referral to Behavioral Specialist
I. Referral to Truancy Officer
J. Verbal Warning Administrator
K. Verbal Warning Teacher
L. Detention (1)
M. Multiple Detentions (2-3)
N. Multiple Detentions (4-5)
O. Loss of Privilege
P. In-School Suspension (less than a day)
Q. In-School Suspension (1-4 days)
R. Loss of Extra Curricular Activities
S. Out of School Suspension: 1-2 Day
T. Out of School Suspension: 3-4 Day
U. Out of School Suspension: 5-6 Days
V. Out of School Suspension: 7-8 Days
W. Out of School Suspension: 9-10 Days
X. Out of School Suspension pending an investigation
Y. Driving Privileges Revoked – (1 month)
Z. Driving Privileges Revoked – (School Year)
AA. Consultation with Law Enforcement
BB. Consultation with Juvenile Department
CC. Mandatory Behavior Contract
DD. Bus Referral – Verbal and Written Reprimand
EE. Bus Referral – 1-5 Day Bus Suspension
FF. Bus Referral – 5-10 Day Bus suspension
GG. Bus Referral – Removal from School Bus
HH. Mandatory Parent Meeting
II. Mandatory Recommendation for Expulsion
JJ. Mandatory Recommendation to ADAPT
KK. Letter sent home
LL. No Contact Order w/written Contract
MM. Loss of Credit
NN. Restitution of Damages
OO. Completion of Tolerance Program Approved by Administration

.Administrative Discipline Matrix – Secondary

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Substance Abuse/Drug Incidents					
Over-the-Counter Medication – Unauthorized Use/Possession	A, D, J, HH	A, D, G, T, HH	A, D, R, U, HH	A, D, R, II	
Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, D, R, T, HH	A, D, G, R, U, HH	A, D, R, II		
Tobacco – Use/Possession/Sale/Transmittal	A, E, G, R, T, HH	A, E, R, U, HH	A, R, II		
Alcohol – Use/Possession/Under the Influence	A, E, G, R, HH, *II	A, E, G, R, HH, II			
Drug – Possession/Use/Under the Influence	A, E, G, R, HH, *II	A, E, G, R, HH, II			
Drug – Possession of Unauthorized Substance	A, E, G, R, HH, *II	A, E, G, R, HH, II			
Alcohol – Sale/Attempted Sale/Transmittal	A, E, G, R, HH, *II	A, E, G, R, HH, II			
Drug Sale/Attempted Sale/Transmittal	A, E, G, R, HH, II	A, E, G, R, HH, II			
Drug Paraphernalia - Possession	A, E, G, R, HH, II	A, E, G, R, HH, II			

*II - Recommendation for expulsion, up to a calendar year, sentence suspended to 25 school days on first offense, if student follows conditions of administrative contract. Non-agreement to participate in contractual agreement or violation of contract, leads to full sentence of expulsion being reinstated.

Action Legend - Administrative Consequences/Interventions

A. Parent Contact/Conference(Phone or Letter)	O. Loss of Privilege	CC. Mandatory Behavior Contract
B. Collaborative Problem Solving/SST Referral	P. In-School Suspension (less than a day)	DD. Bus Referral – Verbal and Written Reprimand
C. Threat Assessment	Q. In-School Suspension (1-4 days)	EE. Bus Referral – 1-5 Day Bus Suspension
D. Confiscation (when applicable)	R. Loss of Extra Curricular Activities	FF. Bus Referral – 5-10 Day Bus suspension
E. Referral to Law Enforcement/SRO	S. Out of School Suspension: 1-2 Day	GG. Bus Referral – Removal from School Bus
F. Referral to Guidance Counselor	T. Out of School Suspension: 3-4 Day	HH. Mandatory Parent Meeting
G. Referral to Substance Abuse Case Manager	U. Out of School Suspension: 5-6 Days	II. Mandatory Recommendation for Expulsion
H. Referral to Behavioral Specialist	V. Out of School Suspension: 7-8 Days	JJ. Mandatory Recommendation to ADAPT
I. Referral to Truancy Officer	W. Out of School Suspension: 9-10 Days	KK. Letter sent home
J. Verbal Warning Administrator	X. Out of School Suspension pending an investigation	LL. No Contact Order w/written Contract
K. Verbal Warning Teacher	Y. Driving Privileges Revoked – (1 month)	MM. Loss of Credit
L. Detention (1)	Z. Driving Privileges Revoked – (School Year)	NN. Restitution of Damages
M. Multiple Detentions (2-3)	AA. Consultation with Law Enforcement	OO. Completion of Tolerance Program Approved by Administration
N. Multiple Detentions (4-5)	BB. Consultation with Juvenile Department	

Documentation in Synergy and parent contact is required for all violations requiring administrative action. School administration will make a reasonable effort to contact a student's parent with a phone call, by mail, or a scheduled parent meeting. Discipline for students with disabilities shall be in accordance with state and federal laws and Winston – Dillard School Board Polices. School Administration has the ability to apply consequences as appropriate.

Administrative Discipline Matrix – Secondary

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence
Acts Against Persons			
Bullying	A, B, C, D, E, T, HH, LL	A, B, C, D, E, U, HH, LL	A, E, HH, II
Harassment	A, B, C, D, E, T, HH, LL	A, B, C, D, E, U, HH, LL	A, E, HH, II
Discrimination	A, B, C, D, E, T, HH,LL,OO	A, B, C, D, E, T, HH, LL, OO	A, B, C, D, E, T, HH, LL, OO, II
Sexual Harassment	A, B, C, D, E, T, HH, LL	A, B, C, D, E, U, HH, LL	A, E, HH, II
Hazing	A, B, C, D, E, T, HH, LL	A, B, C, D, E, U, HH, LL	A, E, HH, II
Cyberbullying	A, B, C, D, E, O, T, HH, LL	A, B, C, D, E, U, HH, LL	A, E, HH, II
Fighting – Major (Mutual Combat)	A, E, T, KK, LL	A, E, U, CC, HH, KK, LL	A, E, HH, II
Physical Altercation/Confrontation	A, M or Q or S or T	A, S or T, HH, LL	A, S or T, HH, LL
Sexual Misconduct &/or Indecent Exposure	A, B, C, D, E, H, U, CC, HH, LL	A, E, HH, II	
Assault (Verbal)/Threat (Low level, non-criminal)	A, F or H, Q or S		
Assault/Threat (No harm or injury) – Medium Level	A, E, C, H, O, X, HH		
Assault/Threat – High/Serious Level	A, E, C, H, X, HH, II		
Assault (Causing Physical Harm)	A, EC, H, X, HH, II		

Action Legend - Administrative Consequences/Interventions

A. Parent Contact/Conference(Phone or Letter)	O. Loss of Privilege	CC. Mandatory Behavior Contract
B. Collaborative Problem Solving/SST Referral	P. In-School Suspension (less than a day)	DD. Bus Referral – Verbal and Written Reprimand
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Administrative Discipline Matrix – Secondary

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Property Incidents					
Theft	A, E, T, O, HH	A, E, HH, II			
Vandalism/Damage to Property	A, E, T, NN	A, E, HH, II			
Technology – Inappropriate Use (computers or networks)	A, T, O, HH	A, E, HH, II			
Technology – Illegal Use (computers or networks)	A, E, T, O, HH	A, E, HH, II			
Arson	A, E, HH, II				
Burglary – Unlawful breaking/entering into a school facility or property	A, E, HH, II				

Action Legend - Administrative Consequences/Interventions

A. Parent Contact/Conference(Phone or Letter)	O. Loss of Privilege	CC. Mandatory Behavior Contract
B. Collaborative Problem Solving/SST Referral	P. In-School Suspension (less than a day)	DD. Bus Referral – Verbal and Written Reprimand
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Administrative Discipline Matrix – Secondary

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Other Criminal Incidents					
Weapons – (Possession/Use/Transmittal)	A, E, HH, II				
Sexual Battery/Rape (Actual or Attempted)	A, E, HH, II				
Extortion	A, E, HH, II				
Bomb Threat (Placing)	A, E, HH, II				
Bomb Threat (False Reporting)	A, E, HH, II				
Robbery or Attempted Robbery	A, E, HH, II				
Robbery (Armed) or Attempted Armed Robbery	A, E, HH, II				

Action Legend - Administrative Consequences/Interventions

A. Parent Contact/Conference(Phone or Letter)	O. Loss of Privilege	CC. Mandatory Behavior Contract
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Administrative Discipline Matrix – Secondary

Type of Incident	1st Consequence	2nd Consequence	3rd Consequence
Bus Behavior Incidents			
Level One Violation: Eating/Drinking on bus. Failure to sit as assigned by bus driver.	A, DD	A, EE	A, FF, HH
Level Two Violation: Disrupting, distracting, and disobeying the bus driver. Failure to utilize required safety equipment on the bus. Getting out of seat while bus is in motion, loud talking, and inappropriate remarks or spitting out the bus window at students, pedestrians, motorists.	A, EE	A, FF, HH	A, GG, KK
Level Three Violation: Placing head, arms, and legs outside of the window. Opening the emergency door while he bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus driver. Threats against the bus driver, and passengers on the bus. Profanity directed at the bus operator or bus attendant. Fighting, chewing tobacco, or smoking on the bus. Throwing objects out the bus window or at the bus. Vandalism of seats or other bus equipment.	A, FF, HH	A, GG, KK	

Action Legend - Administrative Consequences/Interventions

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WINSTON MIDDLE SCHOOL

STUDENT HANDBOOK

20264 – ~~2025~~2027

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Winston Middle School

330 SE Thompson
Winston, OR 97496
Telephone 541-679-3002
Fax 541-679-3026

Home of the Warriors

A positive place where people are valued, respected, and encouraged to be successful.

Student Identification

Name_____

Address_____

City_____Zip Code_____

Telephone_____

Student ID#_____

In case of emergency contact_____

Telephone (home)_____(work)_____

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ANTI-DISCRIMINATION STATEMENT

The Winston Dillard School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation[1], age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Titles VI, VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008; and Title II of the Genetic Information Nondiscrimination act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues:

Superintendent of Schools

PARENT ACKNOWLEDGEMENT

Parents and students should must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook.

Parents must also give their signed and dated written permission for the district to release personally identifiable information*.

- ✓ I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that should my student violate the Student Code of Conduct they shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

- ✓ Regarding student education records, I understand that certain personally identifiable information*information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. This information can be released without parental consent, unless the student has been opted out. Directory information includes, but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the district to withhold.

- ✓ I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal, and my secondary student's name, address and telephone number will be released upon a request made by military recruiters and/or institutions of higher education.

- ✓ I also understand that certain student information is considered personally identifiable information* and may be released only with prior notification by the school district. The district will notify me of the purpose(s) the information will be used for, to whom it will be released, and will obtain my prior written, dated and signed consent unless otherwise permitted by law.

*Personally identifiable information includes, but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

_____ _____

Parent/Eligible Student (18 or older) Signature **Date**

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MISSION STATEMENT
Winston Middle School is a positive place where people are valued, respected and encouraged to be successful.

PREFACE
The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available at each school office and the district website.

This handbook is not intended as a contract. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

The Winston-Dillard School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act; and Title II of the Genetic Information Nondiscrimination Act.

The district prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including admission and employment.

Inquiries about Title IX may be referred to the district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

The following staff has been designated ~~to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues~~by the district:

Kevin Wilson, ~~Title IX Director~~Superintendent, 541-679-3000

~~The following staff has been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:~~

~~Kevin Wilson, Acting Superintendent, 541-679-3000~~

The district's nondiscrimination and civil rights policy and grievance procedures ~~Procedure for filing a complaint~~ can be found ~~on the district's home page~~ at www.wdsd.org .

To report information and about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to www.wdsd.org.

~~Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies.~~

~~Parents objecting to the release of directory information on their student must notify the district office within 15 days of receipt of the student handbook~~.

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

ACADEMIC INTEGRITY AND ARTIFICIAL INTELLIGENCE (AI)

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aides or other written materials on tests and assignments. Academic dishonesty also includes sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

Specific rules for the independent use of generative artificial intelligence for assigned student work may be developed by the teacher and communicated to students. Rules will be developed in accordance with Board policy IKJ – Artificial Intelligence (AI). Failure to follow these rules may result in disciplinary action.

ACCIDENTS

Students should report all accidents to the teacher in charge or to an administrator. This includes accidents on the way to and from school. Even if this accident may have damaged someone else's property, you should report it so that it becomes understood as an accident.

ADMISSION

A student seeking enrollment in the district must register in the office or https://wms.wdsd.org~~www.wdsd.org/WMS~~. All students enrolled in the district must comply with Oregon laws related to age, residence, health, attendance, and immunization. Age, immunization, tuition, and other eligibility prerequisites for admission as set forth in state law, Board policy, and administrative regulation, may be required.

The district shall deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

~~Alternative education services will be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.~~

While parents have the option of placing their students in a private school or obtaining additional services from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly-funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education Act (IDEA) services must provide notice to the district at the last

individualized education program (IEP) meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

AFTER SCHOOL ATHLETICS and ACTIVITIES

Winston Middle School offers an athletic program for students in grades 6-8. Sixth grade students may participate in individual sports [wrestling and track]. In the event a complete team is not available for certain seventh grade team sports [volleyball, boys basketball, girls basketball], sixth grade participation will be considered by the coach, athletic director, and principal. At no time will a seventh grade player be cut in favor a sixth grade athlete. In the event there are not enough eighth graders to field a complete team, seventh grade athletes may be considered using the same process. At no time will a sixth grade player be allowed to play on an eighth grade team. If sixth grade participation is allowed, all applicable middle school athletic participation requirements will apply to sixth grade athletes. All participants **will be required to pay a $50 participation fee per sport, with a $100 cap per student per school year and a $300 family cap. A scholarship is available for qualified students.**

Students participating in sports must meet the following eligibility requirements **before they are allowed to practice:**

1. Students and parents must sign and abide by the WMS Athletic Handbook.
2. Students must have medical insurance. If they are not covered by a home policy, school insurance is available.
3. Students must have a current physical examination. Forms are available at the office. Physicals are valid for two years.
4. Students must have written permission from their parent/guardian to participate. The school's physical exam card has a place for parents/guardians to sign.
5. All students must meet eligibility requirements such as age (under 16 throughout the sport season) and attendance. To be able to participate in athletic contests the student must be passing all classes. To participate in after school activities the student must be in attendance all day, unless the absence has been pre-arranged or school initiated.
6. **Once teams have been selected and the season commences, ALL students will be required to follow these academic eligibility requirements: If a student has a letter grade of an 'F' in ANY of his or her classes on the first school day of the week, he or she will be placed on Probation for a week, and given a warning. If a student has an 'F' grade in the same class for two consecutive weeks, they will miss those week's contests. If a student has three 'F' grades during their season, they will be dismissed from the team.**
7. Students who ~~do not have citizenship at the beginning of a sports season, or who~~ lose ~~their citizenship~~good standing during a sports season must miss one game, and will then be on probation. Any subsequent referral will result in missing another game. If a student misses three games during the season due to ~~lack citizenship~~behavior, they will be dismissed from the team. Students on probation must remain under the direct supervision of their coach.
8. Students who receive an in-school or out of school suspension will not be allowed to participate in ANY extra-curricular activity (athletics, band, choir, etc.) on suspended days.
9. Students who are ineligible for a given contest are not allowed to travel with the team or attend that contest.

ALTERNATIVE EDUCATION PROGRAMS

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to

succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

The district may, based on district criteria, provide alternative education programs for students expelled from another district for a violation of applicable state or federal weapons laws.

Establishment of Alternative Education Programs
Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent in compliance with Board Policy IGBHB – Establishment of Alternative Education Programs and its accompanying administrative regulation.

In-District Alternative Education Programs
Examples of alternative education program options are not limited to, but may include evening classes, tutorial instruction, small group instruction, career technical programs, work experience, instructional activities provided by other accredited institutions, community service, independent study, Expanded Options Program, or others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the superintendent.

Nondistrict Alternative Education Programs
1. Other school(s) or program(s);
2. Community college;
3. Others as approved by the district

The district pays the alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per student cost, whichever is less, for placing students in nondistrict alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student or parent, there is no obligation to propose or fund a second program.

Notification
Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered;

4. When a student is expelled;
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be **hand-delivered** or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. A description of the student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

~~The district will provide alternative education programs for students expelled for violations of applicable state or federal weapon laws.~~

~~To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org .~~

ANIMAL DISSECTION

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

ANIMALS IN THE SCHOOL

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or cocurricular activity are allowed in district facilities.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

Companion and comfort animals are not considered service animals.

~~To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org .~~

ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office.

The superintendent serves as the district's asbestos program manager and may be reached for additional information.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

ASSESSMENT PROGRAM

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting-out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the building principal or a counselor prior to June 1 of the school year in question, or no later than six weeks prior to a semester break during a school year. Requests to change a student's assigned class at other times must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

ATTENDANCE

Regular and punctual attendance in all classes is expected at Winston Middle School. Regular student participation in classroom discussions, lectures, demonstrations and other learning activities is an important factor in student achievement; irregular attendance is often associated with student failure and frustration with the schooling experience.

Ultimately, school attendance is the responsibility of the student and parent. School officials will make every reasonable effort to assist and support parent efforts to reinforce regular student attendance.

Compulsory Attendance

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Persons having control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to send the child to school and maintain the child in regular attendance during the school term. ~~Staff will monitor and report violations of the state compulsory attendance law.~~

All students five years of age who have been enrolled in a public school are required to attend regularly. Persons having control of a child, who is five years of age and who have enrolled the child in a public school, are required to send the child to school and maintain the child in regular attendance during the school term.

Staff will monitor and report violations of the state compulsory attendance law.

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~~The district will notify the parent, in writing and in the native language of the parent, that, in accordance with law, the attendance compliance officer will schedule a conference with the nonattending student and their parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.~~

A parent will be issued a written notification in the native language of the parent, and the superintendent will schedule a conference with the nonattending student and their parent(s) to discuss attendance requirements. At this time, the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements [may] be issued a ~~citation~~ notice by the district for the student's failure to attend school.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child may be a Class A violation. See ORS 163.577.~~Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine.~~

~~**Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925. A student is considered out of compliance when they have more than eight unexcused one-half day absences or the equivalent in any four – week period in which school is in session. Additionally, a student may be excused for a period not to exceed 5 days in a term of three months or not to exceed 10 days in a six month period (additional excused absences will require a note from a health care professional). See below for excused absence reasons.**~~

~~The district will notify the parent in writing that, in accordance with law, the attendance officer will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. The written notice will include the following:~~

~~1. The attendance officer or the designee has the authority to enforce the provisions of the compulsory attendance laws;~~
~~2. Failure to send a student to school is a Class C violation;~~
~~3. A citation may be issued by the district;~~
~~4. The parent has the right to request: (a) An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or a review of the student's current IEP.~~
~~5. A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 4, if requested by the parent, has been completed.~~

~~The written notification will be in the native language of the parent.~~

~~Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.~~

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Absence and Excuses

In order for an absence to be excused, within five days after ana absence, a student must bring a note signed by the parent that describes the reason for the absence or a parent must communicate the reason for the absence by phone, email, or Parentsquare.

1. **Excused Absences**: A student's absence from school or class may be excused under the following circumstances:
    a. Illness, including mental and behavioral health of the student;
    b. Illness of an immediate family member when the student's presence at home is necessary;
    c. Emergency situations that require the student's absence;
    d. Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven school days during the school year;
    e. Field trips and school-approved activities;
    f. Medical or dental appointments. Confirmation of appointments may be required;
    g. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.
2. **Prearranged Absences:** will be processed according to the following guidelines:
    a. Prearranged absences are limited to five (5) per semester.
    b. Prearranged absences in excess of five (5) consecutive school days will not be approved.
    c. The student's academic and attendance records are satisfactory.
    d. Prearranged absence requests are required for anticipated absences of three (3) days or more.
    e. Students are responsible for all missed course work.
    f. Students are required to submit prearranged absence forms to their teachers prior to approval and well in advance of the absence.
    g. School officials shall determine whether a prearranged absence is excused or unexcused.
3. **Extracurricular Absences:** School-sponsored or sanctioned activities are exempt from and will not be counted in the attendance policy.
4. **Unexcused Absences**: All other absences will be classified as unexcused absences. Examples of unexcused absences include oversleeping, skip days, hair appointments, job interviews, remaining at home to complete homework assignments, driving tests, work, etc.

Notification

1. **Parents must contact the school, by telephone or signed note, within 48 hours of student absence.** After 48 hours, the student absence will be classified as unexcused.
2. Student absences will be excused according to school policy (see above).
3. Parents may also excuse absences with prior notification to the school.
4. Parents will be notified each day a student is marked unexcused absent by our automatic calling system by the end of the school day.

    * The system will call the primary contact number listed in the student's records.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, or religious considerations.

A parent must notify the school and check their student out from the office if a student needs to leave during the school day. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course

requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades.

A student who is absent from school for any unexcused reason will not be allowed to participate in school-related activities on that day or evening.

~~**ORS 339.065 Estimates of attendance: irregular attendance / excused absences**~~

~~(1) In estimating regular attendance for purposes of the compulsory attendance provisions or **ORS 339.005 (Definition for ORS 339.040 and 339.125) to 339.030 (Exemptions from compulsory school attendance), 339.040 (Attendance supervisors) to 339.125 (Contract for admission of nonresident pupils), 339.137 (Residency of student at youth care center), 339.420 (Child excused to receive religious instruction) and 339.990 (Penalties)**, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.~~

~~(2) An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.~~

~~(3) Any pupil may be excused from attendance by the district school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends. [1965 c.100 §281; 1973 c.728 §4; 1987 c.158 §57; 1993 c.45 §114]~~

Truancy

A student who is absent from school without a valid excuse or from any class without permission will be considered truant and may be subject to disciplinary action including detention, suspension, ineligibility to participate in athletics or other activities.

~~To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org .~~

CAFETERIA

Winston-Dillard School District #116
NSLP Food Service Operating Procedures
(Implemented 7/1/22)

CIVIL RIGHTS COMPLAINT PROCEDURE

A "Justice for All" poster is displayed in a visible place for students and parents to see in the cafeteria, school offices, and the District Office. The following procedure is followed, in order, when a student or parent approaches a cafeteria staff member with a civil rights concern:

1) Civil Rights Complaint Received by Sponsor (Verbal or Written)
2) Civil Rights Complaint Documented in Civil Rights Complaint Log
3) Sponsor gives Complainant Civil Rights Complaint Form and/or Sponsor Completes Civil Rights form with Complainant
4) If Complainant Returns Civil Rights Complaint Form to Sponsor, Sponsor Forwards Civil Rights Complaint Form to ODE within 3 working days.

Each school kitchen site shall provide assurance that they agree to compile data, maintain records, and submit reports, as required, to permit effective enforcement of the nondiscrimination laws. Food service staff will permit authorized departments and USDA personnel, during normal working hours, to review such records, books, and account as needed to ascertain compliance with nondiscrimination laws. All Food Service employees are trained yearly on civil rights procedures.

PAYMENT FOR MEALS AND CHARGES:
Adults pay $4.70 for a lunch and $2.84 for breakfast, regardless of what components they choose.

MEDIUM OF EXCHANGE:
All meals are counted at the POS and all Cashiers/Cooks receive training on Offer vs. Serve and school nutrition guidelines.

MENU PLANNING OPTION:
Offer vs. Serve is used at all schools. Students must take three of the five offered components (fruit, vegetable, dairy, grain, meat/meat alternate) with a minimum of ½ c serving being either a fruit or a vegetable or a combination of both. For breakfast, students must take three of the four offered components with a minimum of ½ c serving being either a fruit or a vegetable.

ELIGIBLE STUDENTS
National School Lunch and Breakfast Programs are available to all Winston-Dillard School District #116 students, PreK through 12th grade.

TRANSFERS AND DROPS:
Transfers: Students who transfer from one Winston-Dillard School to another intra-district site are tracked through Synergy the District student information system. Once the information is entered the student will automatically be updated the following day in Mealtime.

No Longer Enrolled: The same procedure as for transfer students is used for students no longer enrolled at Winston-Dillard School District.

INTERNAL CONTROLS:
Information from each site's daily closeout is immediately available for review by the District Office. Cashiers and Secretary have their own password to access the system which should not be shared with others. This allows the District Office the ability to track whom the transaction was entered by.

The District Office does edit checks for each daily meal count at each site, using the appropriate year's attendance factor. The District Office will conduct site monitoring annually before February 1st of each year.

SECOND MEAL POLICY:
If a student would like to purchase a second meal, it can be purchased at full price. It is counted as an a la carte sale and students must have funds on their accounts to pay for it. A second meal is never put into the POS as a reimbursable meal. This policy applies to all students regardless of status.

ADULT MEALS:
All adult sales are registered as adult and charged the full price of the meal regardless as to what part of the meal they choose. Adult meals are entered in the POS separately from reimbursable meals.

ALLERGIES AND SPECIAL DIETARY RESTRICTIONS:
Food allergies, intolerances, and special dietary needs are observed for students who have a medical statement on file, which is signed by a physician. Copies of the special diets/allergies are located at each site. The Cashiers and Cooks are aware of those students with restrictions through communication with school office staff and is flagged in the POS.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866)377-8642 (relay voice users). USDA is an equal opportunity provider and employer."

CHECK OUT PROCEDURE
All students are required to check out with the front office before withdrawing from Winston Middle School. Students must be cleared by all classroom teachers and the front office before their departure.

CLOSED CAMPUS
Winston Middle School campus is CLOSED. Students are to remain on campus from the time they arrive in the morning until they leave after school in the afternoon. If students must leave, they are to report to the office and produce proof of the need to leave and their destination. Upon returning, students are to report to the office to obtain a pass back to class. Students are only allowed to leave if a parent or guardian makes such a request. Students will not be allowed to leave in the custody of anyone other than the parent or guardian unless written or verbal approval is provided by the parent or guardian.

CLUBS AND ORGANIZATIONS
Student clubs, organizations, and performing groups ~~such as the band, choir, rally, dance, drama and athletic teams~~ may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

COMMUNICABLE DISEASES
The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to ~~telephone~~ contact the nurse or principal so that other students who have been exposed to the disease can be alerted.

Parents with questions should contact the school office.

COMPUTER USE

As is outlined in Board Policy IIBGA – Electronic Communications System, ~~S~~students may be permitted to use the district's electronic communications system for school and instructional related activities. Personal use of district computers including Internet and email access is permitted when consistent with board policy and administrative regulations and when during the school day.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The on-line activities of students are monitored;
~~3~~4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
~~4~~5. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
~~5~~6. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
~~6~~7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
~~7~~8. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

CONCUSSIONS AND TRAUMATIC BRAIN INJURIES

Upon receipt of written notification from a parent or guardian that a student has been diagnosed with a concussion or other brain injury by a health care professional and that accommodations are being requested, the district shall follow all procedures developed by the Oregon Department of Education (ODE) to develop and implement an immediate and temporary accommodation plan. Written notice is not required for the district to begin following concussion protocols.

Any accommodations will be communicated to the parent or guardian, to all teachers who provide instruction to the student and to other employees who have regular responsibilities for the student's supervision or health.

Accommodations will be in effect no later than 10 school days after the written notification is received by the district and will be reviewed as needed, but no later than every two months.

For information related to concussions and participation in sports, see School Sports Participation.

CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Students and staff at Winston Middle School are expected to treat each other with mutual respect and trust. The underlying principle in any code of conduct involves treating others as we want to be treated by others. In school, all behavior will be evaluated in light of what will best help further the education of all students. For these reasons we must agree on expectations for conduct while students are at school and/or school functions.

Our expectations are summed up by the acronym of **B.E.S.T**. **B**e safe, **E**ncourage everyone, **S**how respect, and **T**ake responsibility. All students and staff members are expected to live by these simple guidelines to promote a positive learning environment. Following the B.E.S.T. expectations constitutes having "citizenship" at Winston Middle School.

Cooperation, responsibility, and respect are keys to good conduct at WMS. Students and staff are expected to cooperate with each other, be responsible for their behavior, and respect other people and property.

~~Citizenship~~Good Standing

Students lose their ~~citizenship~~ good standing when they are issued a suspension or ~~three referrals in any nine-week period~~when issued certain multiple detentions as outlined in the discipline matrix. Students who lose their good standing will lose certain privileges for two weeks. Only students who maintain their ~~citizenship~~ good standing are allowed to attend school assemblies, non-curricular field trips, and after school activities. ~~Students who maintain their citizenship may go to lower playground during break, while those who do not have citizenship must remain on upper playground.~~ Students who ~~do not have citizenship at the beginning of a sports season, or who~~ lose ~~their citizenship~~good standing during a sports season must miss one game, and will then be on probation. Any subsequent referral will result in missing another game. If a student misses three games during the season due to ~~lack citizenship~~behavior, they will be dismissed from the team. Students on probation must remain under the direct supervision of their coach.

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~~Students who lose their citizenship may earn it back by sustaining good citizenship for a nine-week period.~~

~~Students may earn their citizenship back early one time. One week after the initial loss of citizenship, students may have their loss of citizenship shortened one week for each week the following conditions are met:~~

1. ~~Make formal application to earn citizenship back early~~
2. ~~Make retribution as appropriate [apology, payment for damage, etc.]~~
3. ~~Maintain C's in all classes~~
4. ~~Maintain 92% attendance~~
5. ~~Have no subsequent referrals~~
6. ~~Perform community service as approved by the principal~~

Student Rights and Responsibilities

Student rights and responsibilities include, but are not limited to the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure their rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

STUDENT CODE OF CONDUCT

The district has authority and control over a student at school during the regular school day, at any school or district sponsored activity, regardless of time or location and while being transported in district-provided transportation.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school or district-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges, or may be referred to law enforcement officials or Oregon Department of Human Services for the following infractions, including but not limited to:

1. **Assault/Fighting** - Students involved in fighting or assault are subject to suspension and/or disciplinary action. Fighting can be defined as "mutual inappropriate physical aggression." Attempts will be made to determine whether a student is acting in self-defense, or is the aggressor, but usually

all participants will be disciplined. It is especially important to know that students who incite/encourage other students to fight are subject to disciplinary action. When appropriate, law enforcement will be contacted. Students who engage in fighting or assault are subject to disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year).

2. Cell Phones - For the protection of students and school security, student use of cell phones on campus is expressly prohibited. A phone is available at the front office for student to contact their parents or guardians. Staff members will confiscate all cell phones when they become aware of the device. **Cell phones will remain at the office until a parent or guardian comes to pick it up.**

3. Gambling -No form of gambling is permitted on school grounds.

4. Hazing, harassment, intimidation, bullying or menacing, as prohibited by Board policy JFCF/GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence and accompanying administrative regulation or cyberbullying, as prohibited by Board policy JFCFA/GBNAA – Cyberbullying.

5. **Illegal Substances** - Winston Middle School has a Zero Tolerance policy with regard to illegal substances. Students in possession of, using, selling, buying, or under the influence of any illegal substances are subject to immediate suspension and referral to the police and the Board of Education for disposition which may include legal prosecution and/or expulsion**.** Use, distribution or sale of tobacco products or inhalant delivery systems by all others on district property, in district vehicles or at district-sponsored events, on or off district premises, on all district grounds, including parking lots, is prohibited. Parents and students are reminded that it is now illegal in Oregon for anyone under the age of 18 to use or possess tobacco in any form; students with tobacco at school will be cited by the police as well as receive school administered consequences.

6. **Violent behavior or threats of violence or harm** as prohibited by Board policy JFCM - Threats of Violence.

7. **Disorderly conduct, false threats, and other activity causing disruption of the school environment; Bringing, possessing, concealing or using a weapon***** as prohibited by Board policy JFCJ - Weapons in the Schools; Weapons may not be brought to school except with prior approval for a school project and even then may not be transported on busses. This includes any item which the law declares may not be carried concealed on or about one's person. These include guns, nun-chucks, throwing stars, any explosive device, brass knuckles, fist packs or **any knives**. Keep in mind that anything which can be used to inflict bodily harm may be considered a dangerous or deadly weapon. Rarely are these items brought to school for any purpose other than to show them off or trade them for something; nevertheless, if students have any such item at school, they will receive disciplinary action from the school and may be cited by the police. Students in violation of this policy are subject to disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year.)

8. Non-Essential Items - Items not essential to the instructional program are **not allowed** at school. Examples include: permanent markers, cell phones, electronic devices, toys, hand-held computer games, and cameras. A restriction on these items not only helps preserve the educational atmosphere at school, but also protects students and families from loss or damage to personal property. It is never a good idea to bring valuable items to school. If you must bring something of significant value to school, ask a staff member to keep it secure for you. **Non-essential items will be confiscated, and remain at the office until a parent or guardian comes to pick it up**. Educationally essential items such as books, notebooks, and P.E. clothes should have the owner's name permanently written on them or in them.

9. Unauthorized Areas - Students may not be in any area where they cannot readily be seen by staff members or are too far way to be easily seen. Students in such areas are in an unauthorized area and are considered to be acting suspiciously or unsafely. These areas will be reviewed periodically with the principal and school counselor.

The computer lab is strictly forbidden for student use, unless students are directly supervised by a staff member. Failure to adhere to this directive may result in full loss of computer privileges.

10. **Vandalism/Malicious Mischief/Theft**, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students - including willful damage or injury to district property; or to private property on district premises or at district-sponsored activities.
11. **Sexual Harassment** as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation.
12. **Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol or drugs or other controlled substances, including drug paraphernalia** as prohibited by Board policies JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems.
13. **Obscene Language** - Use or display of profane of obscene language.
14. **Insubordination** - Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials.
15. **Disruption of the school environment.**
16. **Violation of district transportation rules.**
17. **Violation of law**, Board policy, administrative regulation, school or classroom rules.
18. **Discrimination** - The **All Students Belong** rule prohibits hate symbols, specifically three of the most recognizable symbols of hate—the swastika, the Confederate flag, and the noose. It requires districts to adopt and implement policies and procedures that prohibit the use or display of any symbols of hate, including at a minimum the noose, swastika, or Confederate flag in any program or school-sponsored activity except when used in teaching curriculum that is aligned with the Oregon State Standards.

WDSD recognizes that student health and safety are at the cornerstone of education and that all students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin, and without fear or hatred, racism or violence. All staff and leaders are also entitled to work in environments that are free from discrimination or harassment, and visitors should be able to participate in school activities without fear for their safety.

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

In accordance with the federal Gun-Free School Zone Act, possession, or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

Any person under age ~~18~~ 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.

~~To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org .~~

SCHOOL DISCIPLINE POLICY / DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug, or drug paraphernalia, alcohol- and/or tobacco-related offenses, or any other criminal act, they may also be referred to law enforcement officials. Violations of the district's weapons policy shall be reported to law enforcement when required by law.

No student will be subjected to corporal punishment.

Philosophy

- We believe that developing self-discipline is fundamental to success in school and life
- We believe that effective discipline is necessary to assure a safe and orderly learning environment
- We believe that violations of rules that are known and understood must be followed by consequences that are as fair as possible, immediate, and inescapable
- We believe that open communication between the school and the student's home is **vital** in accomplishing our goals

Implementation of Regulation

1. A staff in-service will be held at the beginning of each school year to review discipline system.
2. All students will be informed of the discipline system by the administration and school staff at the beginning of the year.
3. Inside each class greater clarification of the rules will be provided.
4. All rules will be fairly and equitably implemented.

All School Rules

1. Respect school personnel, peers, and property.
2. Be on time for your classes and live up to classroom expectations.
3. Keep your hands, feet, and other objects to yourself at all times.
4. Be in authorized areas only.
5. Wear appropriate clothing and bring only authorized items to school.
6. Conduct yourself in a manner consistent with the **B.E.S.T.** rules: **B**e Safe, **E**ncourage Everyone, **S**how Respect, and **T**ake Responsibility.

Staff Responsibilities

1. Follow the policies and procedures of the school discipline system.
2. Use the positive reinforcement plan to encourage desirable behavior.
3. Inform students in classrooms of expectations, including rules and consequences.
4. Keep parents and school officials informed of negative **and** positive student behaviors.

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DISCIPLINE MATRIX

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Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Attendance Incidents					
Class Cut (Skipping)	A, M	A, M	A, N, O, B	A, B, O, Q or S	A, O, S, I, HH
Tardiness	K	A, M, KK	A, M, O, KK	A, B, F, O, Q	A, B, F, O, Q, HH
Truancy	A, M, KK	A, N, KK	A, O, Q or S, HH	A, O, Q or S, B	A, E, I, O, S or II, HH
Leaving Campus Without Permission	A, O, Q or S	A, O, Q or T	A, HH, O, Q or U	A, B, O, Q or U	A, B, O, Q or U
Leaving Class Without Permission	A, K	A, L	A, N or Q, O	A, B, O, Q or U	A, B, O, Q or U
Out of Assigned Area	J or K	A, L	A, M, O	A, O, Q or S, B	A, O, Q or S, B
Rule Violation Incidents					
Dress Code Violation	J or K	A, L	A, M, O	A, O, S	A, O, S
Cheating/Plagiarism	A, J	A, M, O	A, B, F, O, S	A, B, F, O, S	A, B, F, O, S
Detention – Unserved	A, M	A, M	A, O, Q or S	A, HH, O, Q or S	A, HH, O, Q or S
Electronic Devices (offensive/unlawful use or publication)	A, E, O, T or II, CC, HH	A, E, O, T or II, CC, HH	A, E, O, T or II, CC, HH	A, E, O, T or II, CC, HH	A, E, O, T or II, CC, HH
Cell Phone Violation	D	A, D, HH	A, D, M, O, HH	A, O, Q or S, HH	A, Q or S, O, CC
Disruptive Incidents					
Disruptive (Unruly) Behavior	K	A, M, F	A, B, M, H, O	A, O, Q or S, HH	A, F, O
Disruptive (Unruly) Play	K	A, M, F	A, B, M, O	A, O, Q or S, HH	A, F, O
Insubordination	A, O, Q or T	A, O, Q or T, HH	A, O, Q, II		
Defiance of Authority	K	A, M	A, B, H, O, Q or S	A, O, Q or T	A, O, Q or T
Profanity – Use of Insulting/Obscene Language	J, K	A, L	A, M, O	A, F, H, O, Q or S or T	A, F, H, O, Q or S or T
Profanity Directed Towards a Staff Member	A, O, T	A, O, U, H	A, HH, II		
Inciting a Disturbance	A, J or M	A, M, O	A, B, O, Q or S or T	A, HH, O	A, HH, O
Falsification/Misrepresentation (Lying, Forgery of Signature)	A, J or M, O	A, M or Q or S or T, O	A, M or Q or S or T, O	A, M or Q or S or T, O	A, M or Q or S or T, O
Disruption on Campus – Minor	A, F, J	A, F, M	A, O, Q or S or T	A, O, Q or S or T	A, O, Q or S or T
Disruption on Campus – Major	A, O, T	A, O, U, HH	A, U, II	A, U, II	A, U, II
Trespassing	A, E	A, E	A, E	A, E	A, E
Substance Abuse/Drug Incidents					
Over-the-Counter Medication – Unauthorized Use/Possession	A, D, J, HH	A, D, G, O, T, HH	A, D, O, R, U, HH	A, D, R, II	
Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, D, O, R, T, HH	A, D, G, O, R, U, HH	A, D, R, II		

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Tobacco – Use/Possession/Sale/Transmittal	A, E, G, O, R, T, HH	A, E, R, O, U, HH	A, R, II		
Alcohol – Use/Possession/Under the Influence	A, E, G, O, R, HH, *II				
Drug – Possession/Use/Under the Influence	A, E, G, O, R, HH, *II				
Drug – Possession of Unauthorized Substance	A, E, G, O, R, HH, *II				
Alcohol – Sale/Attempted Sale/Transmittal	A, E, G, R, HH, II				
Drug Sale/Attempted Sale/Transmittal	A, E, G, R, HH, II				
Drug Paraphernalia - Possession	A, E, G, R, HH, II				
Acts Against Persons					
Bullying	A, B, C, D, E, O, T, HH, LL	A, B, C, D, E, O, U, HH, LL	A, E, HH, II		
Harassment	A, B, C, D, E, O, T, HH, LL	A, B, C, D, E, O, U, HH, LL	A, E, HH, II		
Sexual Harassment	A, B, C, D, E, O, T, HH, LL	A, B, C, D, E, O, U, HH, LL	A, E, HH, II		
Hazing	A, B, C, D, E, O, T, HH, LL	A, B, C, D, E, O, U, HH, LL	A, E, HH, II		
Cyberbullying	A, B, C, D, E, O, T, HH, LL	A, B, C, D, E, O, U, HH, LL	A, E, HH, II		
Fighting – Major (Mutual Combat)	A, E, O, T, KK, LL	A, E, O, U, CC, HH, KK, LL	A, E, HH, II		
Physical Altercation/Confronta-tion	A, M or Q or S or T, O	A, O, S or T, HH, LL	A, O, S or T, HH, LL		
Sexual Misconduct &/or Indecent Exposure	A, B, C, D, E, H, O, U, CC, HH, LL	A, E, HH, II			
Assault (Verbal)/Threat (Low level, non-criminal)	A, F or H, O, Q or S				
Assault/Threat (No harm or injury) – Medium Level	A, E, C, H, O, X, HH				
Assault/Threat – High/Serious Level	A, E, C, H, O, X, HH, II				
Assault (Causing Physical Harm)	A, EC, H, O, X, HH, II				
Property Incidents					
Theft	A, E, T, O, HH	A, E, HH, II			

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Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence	Subsequent Consequence
Vandalism/Damage to Property	A, E, T, O, NN	A, E, HH, II			
Technology – Inappropriate Use (computers or networks)	A, T, O, HH	A, E, HH, II			
Technology – Illegal Use (computers or networks)	A, E, T, O, HH	A, E, HH, II			
Arson	A, E, HH, II				
Burglary – Unlawful breaking/entering into a school facility or property	A, E, HH, II				
Other Criminal Incidents					
Weapons – (Possession/Use/Transmittal)	A, E, HH, II				
Sexual Battery/Rape (Actual or Attempted)	A, E, HH, II				
Extortion	A, E, HH, II				
Bomb Threat (Placing)	A, E, HH, II				
Bomb Threat (False Reporting)	A, E, HH, II				
Robbery or Attempted Robbery	A, E, HH, II				
Robbery (Armed) or Attempted Armed Robbery	A, E, HH, II				

Documentation in Synergy and parent contact is required for all violations requiring administrative action. School administration will make a reasonable effort to contact a student's parent with a phone call, by mail, or a scheduled parent meeting. Discipline for students with disabilities shall be in accordance with state and federal laws and Winston – Dillard School Board Polices. School Administration has the ability to apply consequences as appropriate.

*II - Recommendation for expulsion, up to a calendar year, sentence may be suspended to 25 school days on first offense, if student follows conditions of administrative contract. Non-agreement to participate in contractual agreement or violation of contract, leads to full sentence of expulsion being reinstated.

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Bus Behavior Incidents					
Level One Violation: Eating/Drinking on bus. Failure to sit as assigned by bus driver.	A, DD	A, EE	A, FF, HH		
Level Two Violation: Disrupting, distracting, and disobeying the bus driver. Failure to utilize required safety equipment on the bus. Getting out of seat while bus is in motion, loud talking, and inappropriate remarks or spitting out the bus window at students, pedestrians, motorists.	A, EE	A, FF, HH	A, GG, KK		
Level Three Violation: Placing head, arms, and legs outside of the window. Opening the emergency door while the bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus driver. Threats against the bus driver, and passengers on the bus. Profanity directed at the bus operator or bus attendant. Fighting, chewing tobacco, or smoking on the bus. Throwing objects out the bus window or at the bus. Vandalism of seats or other bus equipment.	A, FF, HH	A, GG, KK			

Action Legend - Administrative Consequences/Interventions

A. Parent Contact/Conference (Phone or Letter)
B. Collaborative Problem Solving/SST Referral
C. Threat Assessment
D. Confiscation (when applicable)
E. Referral to Law Enforcement/SRO
F. Referral to Guidance Counselor
G. Referral to Substance Abuse Case Manager
H. Referral to Behavioral Specialist
I. Referral to Truancy Officer
J. Verbal Warning Administrator
K. Verbal Warning Teacher
L. Detention (1)
M. Multiple Detentions (2-3)
N. Multiple Detentions (4-5)
O. Loss of Privilege
P. In-School Suspension (less than a day)
Q. In-School Suspension (1-4 days)*
R. Loss of Extra Curricular Activities
S. Out of School Suspension: 1-2 Day*
T. Out of School Suspension: 3-4 Day*
U. Out of School Suspension: 5-6 Days*
V. Out of School Suspension: 7-8 Days*
W. Out of School Suspension: 9-10 Days*
X. Out of School Suspension pending an investigation
Y. Driving Privileges Revoked – (1 month)
Z. Driving Privileges Revoked – (School Year)
AA. Consultation with Law Enforcement
BB. Consultation with Juvenile Department
CC. Mandatory Behavior Contract
DD. Bus Referral – Verbal and Written Reprimand
EE. Bus Referral – 1-5 Day Bus Suspension
FF. Bus Referral – 5-10 Day Bus suspension
GG. Bus Referral – Removal from School Bus per recommendation of school administration
HH. Mandatory Parent Meeting
II. Mandatory Recommendation for Expulsion
JJ. Mandatory Recommendation to ADAPT
KK. Letter sent home
LL. No Contact Order w/written Contract
MM. Loss of Credit
NN. Restitution of Damages

*All suspensions of one day or more result in the loss of citizenship for nine weeks

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DISCIPLINE PROCEDURES

Classroom Infractions

A teacher will start with problem solving strategies and then progressively move toward larger punishments in order to help a student be successful in a class.

Consequences

1. Warning- a reminder of the infraction and a discussion of why the behavior is not acceptable
2. School Detention
3. A third School Detention- requires parent contact by the teacher. ~~Any three detentions in any nine-week period will result in a loss of citizenship.~~
4. Continued Infractions - will lead to out-of-school suspension or in-school-suspension

More serious infractions may result in an immediate behavioral referral and either in-school or out-of-school suspension. Examples include:

* Open Defiance
* Fighting/Assault
* Truancy/Skipping Class
* Malicious Mischief/Vandalism
* Theft
* Illegal Substances or Contraband
* Drugs/Alcohol/Tobacco
* Threats/Harassment
* Starting and Spreading Rumors
* Leaving Class w/o Permission
* Inappropriate Displays of Affection
* Repetitive Misconduct

Out of Class Infractions

These include:

* Being Out of Area
* Inappropriate Displays of Affection
* Disobeying School Rules
* Vandalism
* Disobedience of Authority
* Rumormongering
* Possession or Use of Drugs/Alcohol/Tobacco
*Threats/Harassment
* Vulgarity
* Fighting/Assault
* Contraband
* Theft
* Truancy/Skipping Class

Consequences

Immediate referral to the principal, who may use one or more of the following options:

* Confiscation of Property
* Loss of Citizenship
* Loss of Extra-Curricular Activities
* In School Suspension
* Out-of-School Suspension
* Loss of Locker Privileges
* Parent Conference
* Alternative Placement
* Friday School
* Referral to Law Enforcement Agency
* Referral to Superintendent for Expulsion

~~Detention~~

~~A student may be detained outside of school hours for not more than two hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.~~

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~~Lunch~~ Detention

The lunch detention program enables teachers to assign detention time directly to the student for behaviors in the classroom which are repeated and persistent, yet are not serious enough to formally refer for to the Counselor or Principal. Rules and expectations will be set forth by the principal, but may include provisions that require that the student bring a book or study materials, or remain quiet during the entire lunch. School detention, In-School-Suspension, After-School Work Detention or Friday school may also be assigned if lunch detentions do not change the behavior.

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged. Any detention must not violate any law, policy or procedure related to restraint and seclusion.

Discipline of Students with Disabilities

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

Expulsion

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

No student may be expelled without a hearing unless the student's parent waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Suspension

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures district property.

The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

~~Expulsion~~

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~~Discipline of Disabled Students~~

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~~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.~~

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CONFERENCES

Regular conferences are scheduled annually in the fall and winter to review student progress.

A teacher may request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with district counselors, teachers, and building administrators to learn about the curriculum, course offerings, activities and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended and available courses for students. All students are encouraged to attend college, university or training school, or pursue some other advanced education, and should work closely with their counselor so that they may take the courses that may best prepare them for further education. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

Consistent with individual rights and the counselor's obligations as a professional, the counseling relationship and resulting information may be protected as privileged communications by Oregon law.

CYBERBULLYING

The district prohibits any form of harassment, including harassment though electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

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DAMAGE TO DISTRICT PROPERTY

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. This includes damage to the district's network and other electronic systems. The district will notify students and parents of all such charges. If the amount due is not paid within

10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld. See Fee, Fines and Charges.

DANCES/SOCIAL EVENTS

Students who have ~~maintained their citizenship~~are in good standing are eligible to participate in dances and other social events. The rules of good conduct and grooming shall be observed for school dances and social events. Anyone leaving before the official end of the activity will not be readmitted. Students leaving before the end of the activity must have parental permission.

Participation of guests at Winston Middle School dances will be determined by the sponsoring organization. Students must make application for a guest to the office three days in advance of the dance. Guests will be limited to 6-8th grade students in good standing at their respective school. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will accept responsibility for the conduct of the guest.

DISPLAY of AFFECTION

Displays of affection are not appropriate at the middle school. Please keep your hands and feet to yourself.

~~DISTRIBUTION OF MATERIAL~~

~~All aspects of K-8 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law.~~

~~Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a nonstudent without the approval of the administration.~~

~~Materials not under the editorial control of the district may be subject to administrative review, restriction or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias.~~

~~Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.~~

~~All requests for materials distribution require approval of the administration.~~

~~The district may designate the time, place and manner for distribution.~~

~~If material is not approved within 48 hours of the time that it was submitted, it must be considered denied.~~

~~A denial may be appealed to the superintendent. If the material is not approved by the superintendent within three days it will not be considered approved. A decision reached by the superintendent may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint.~~

DRESS AND GROOMING

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

The following standards have been established to assist in preparing students for learning and future endeavors:

1. Clothing with suggestive or questionable language, that promotes violence, or that advertises or promotes drugs, alcohol, or tobacco is not permitted.
2. Clothing must be free of words and images which are put-downs, have a negative connotation, or may be offensive to others.
3. Halter tops, backless tops, tops which are see-through or revealing, have spaghetti straps, have large arm holes, or expose the stomach/midriff or undergarments are not allowed.
4. Shorts, skirts and dresses must be mid-thigh/fingertip length.
5. Bottoms with holes in them will be treated the same as dresses or skirts. Holes that can be seen through must be below mid-thigh/finger-tip length.
6. No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing (including bandanas), jewelry, emblem, badge or any other such symbol, evidencing gang membership or affiliation.
7. State law requires that shoes be worn at all times.
8. Except for special dress-up days, head apparel (hats, hoods, beanies, etc.) and sunglasses are not to be worn at school.
9. No wallet chains, neck chains, long key chains or spiked accessories are allowed on campus.
10. Masks and face paint are not allowed.

If a student is dressed inappropriately, he or she will be required to change clothing and may face further disciplinary action. Persistent violations of the dress code will be considered willful disobedience and handled accordingly.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco products and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Student in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students. The district ~~has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to~~will maintain a drug-free educational environment.

An intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students. The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.

EMERGENCY DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS

Instruction ~~on fire, earthquake, safety threats dangers~~ and drills on emergency procedures including fire, earthquake, and safety threats ~~for students~~ shall be conducted for students at least 30 minutes each school month.

~~At least one fire drill, which~~Fire drills will include routes and methods of exiting the school building~~, will be conducted each month for students in grades K-12~~. At least one fire drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes ~~and two drills for safety threats for students~~ will be conducted each year for students in a l l grades ~~K-12~~. Drills and instruction on earthquake emergencies shall include the response procedure known as "drop, cover, and hold on."
At least two drills on safety threats will be conducted each year for students in all grades. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

Families will be notified via Parentsquare of any Emergency Closure Information.

EXCHANGE STUDENTS

The school may enroll a number of students from other nations from those exchange programs officially recognized by the Board.

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 1, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 1.

Exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

EXTRACURRICULAR ACTIVITIES

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities the school has to offer.

Interested students should contact the office for additional information.

Extra/Co-Curricular Policy and Drug Testing Program Regarding Tobacco, Alcohol & Illegal Drugs

The use of tobacco/alcohol/prescription medication used in a manner inconsistent with the prescription, or non-prescribed or illegal drugs is prohibited. No student involved in extra-curricular, co-curricular and district-sponsored activities shall knowingly possess, use, sell, supply or be under the influence of alcohol, a tobacco product, performance enhancing drug, inhalants, or controlled substance of any kind. This policy shall be in effect 24 hours a day, from the first summer date of the OSAA calendar following completion of sixth grade, to the final day of his or her senior year.

“Co-curricular” activities are those which take place during the school day and are associated with a curricular program.

“Extra-curricular” activities are those which take place outside the school day and are not associated with a curricular program.

Students choosing to participate in extra-curricular, co-curricular and district-sponsored activities are prohibited from knowingly attending or remaining at events where individuals are engaged in breaking the law by possessing, using, delivering, and/or selling alcohol, marijuana, performance enhancing substances, using prescription medication in a manner not prescribed, or illegal substances. These events include, but are not limited to parties and group gatherings. It is the student’s responsibility to immediately remove himself/herself from the party or group gathering as soon as the student becomes aware alcohol, marijuana, performing enhancing substances or illegal substances are being possessed, used, delivered, or sold in violation of the laws of the State of Oregon. The Winston-Dillard School District recognizes a student cannot be responsible for the misbehavior of other individuals; however, it is the student’s responsibility to avoid associating with individuals engaging in illegal activities. Students found in violation of this policy by knowingly attending or remaining at such an event will be subject to sanction under existing district programs and treated as a first, second, or third offense depending on any previous violations of the athletic policies.

A student will not be held accountable for attending a gathering or party in the presence of their parent or other legal guardian under the following circumstances:

1. If the complaint is the minor used alcohol, the student can show that their parent or guardian consented to the consumption, consistent with the provisions of ORS 471.430(1).
2. If the complaint is that the minor was around other individuals that broke the law by consuming alcohol, the student can show that their parent or guardian consented to the student's attendance at the gathering and was physically present at the event.

Winston Middle School believes that student safety is paramount in building positive extra-curricular, co-curricular and district-sponsored activities. All students involved in extra-curricular, co-curricular and district-sponsored activities may be tested for alcohol, drugs, illegal substances, or the use of performance enhancing substances. This includes all students involved in UVL/OMEA competitions, school plays, WEB Leaders, and other possible activities.

Students who participate in extra-curricular, co-curricular and district-sponsored activities may be tested at the start of the season, (Fall, Winter, Spring or near the beginning of the year if the group is active all year) and may be subject to testing at least one more time during the season. These tests will be urine analysis' that will be administered by administrators and/or their designees. Failure to comply with a UA at the assigned time will result in the student forfeiting the right to participate in practice or games/events during that season. Tests will be administered in the respective locker rooms or the school-based health center. Sample containers will be labeled before a participant takes possession of it. After completion, each participant will bring the container to the test administrator who will follow a designated testing protocol to ensure accurate results. Parents will always be contacted if their child has a positive result on any test.

Any attempt to falsify the urine analysis test will be considered a failed test and the student will be subject to consequences outlined below. Anyone attempting to aid a student in falsifying a test will be subject to discipline under the student conduct section of district policy (JFC).

First Offense:
1. Two calendar week suspension from participation in all athletic games, activities and competitions (must attend all practice sessions). Suspensions will begin on the first official contest or performance date.
2. Mandatory meetings will take place between the student, legal guardian or parent, and the school counselor initiated by the legal guardian. Completion of the counselor's recommendation is required. Failure to comply with the recommendation after the first offense may be punished as if the student committed a second offense.
3. Submit to drug testing at any time during the remainder of the season.

Second Offense:
1. Full suspension from all activities for the remainder of the season or 45 days, whichever is longer. The term of suspension will be 45 calendar days for groups that are active all year.
2. Mandatory meetings shall take place between the student, legal guardian or parent, and the school counselor, initiated by the legal guardian and completion of the counselor's recommendation. Failure to comply with the recommendation after the first offense may be punished as if the student committed a third offense.
3. Submit to drug testing at any time during the remainder of the season/year.

Third Offense:

1. Full suspension from all extra-curricular, co-curricular and district-sponsored activities for the remainder of the school year and the following year. Students may participate in following years with the approval of the Principal, Athletic Director, and the students Counselor.

Violations occurring during the summer will have the following consequences: The athlete/participant must complete the consequences during the season of the sport/activity they were involved in when the offense occurred.

This policy shall be in effect 24 hours a day, from the first summer date of the OSAA calendar following the completion of the student's sixth grade year, to the final day of his or her senior year, and includes any school sponsored activity outside the school year (ie. summer camps, competitions or events).

FEES, FINES AND CHARGES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies (e.g., pencils, paper, erasers and notebooks) and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrumental rental and uniform maintenance;
8. Student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Fees for use of towels provided by the district for P.E. classes or athletics;
12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities.
15. Registration fees

No student will be denied an education because of an inability to pay supplementary fees.

A written notice will be provided to the student and their parent(s) of the district's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district.

A request to waive the student's debt must be submitted in writing to the principal or designee. Fees, fines and charges owed to the district may be waived at the discretion of the principal or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt.

Such requests must be received no later than 10 calendar days following the district's notice.

All such restrictions and/or penalties shall end upon payment of amount owed.

FIELD TRIPS

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

FLAG SALUTE

Students shall receive instruction in respect for the national flag and will be provided an opportunity to salute the United States flag at least once a week during the school, year by reciting *The Pledge of Allegiance*.

Individual students who do not participate in the salute must maintain a respectful silence during the salute.

FUNDRAISING

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 10 days before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing (including bandanas), jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

GRADE REDUCTION/CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an unexcused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING/TEEN DATING VIOLENCE/ DOMESTIC VIOLENCE

Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation or bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is also strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials.

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student's property; or
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status, source of income or disability.

"Teen dating violence" means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

"Domestic violence" means abuse by one or more of the following acts between family and/or household members:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury; or
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

"Cyberbullying" is the use of any electronic communication device to harass, intimidate or bully.

"Menacing" includes, any act intended to place a student in fear of imminent serious physical injury.

"Retaliation" means any acts of, including but not limited to, hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting of or participation in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence, and acts of cyberbullying, or retaliation.

The principal will take reports and conduct a prompt investigation of any reported acts of hazing harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating, Violence, or Domestic Violence - shall immediately report their concerns to the employee position title who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of Board policy JFCF or feels they have been subjected to an act of hazing, harassment, intimidation or bullying, menacing, or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy, is encouraged to immediately report concerns to the ~~[employee position title]~~principal who has overall responsibility for all investigations. A report made by a student or volunteer may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

The district shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356).

All reports will be promptly investigated in accordance with the following procedures:

Step 1 Any reports or information on acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to the principal. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

Step 2 The principal receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The ~~employee positon title~~principal will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The ~~employee position title~~]principal conducting the investigation shall notify the person making the report within 10 working days of receipt of the information or report, and parents as appropriate, in writing when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within 10 working days.

Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within 10 working days following completion of the hearing.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of hazing, harassment, intimidation or bullying, menacing or cyberbullying, or incidents of teen dating violence and documentation will be maintained as a confidential file in the district office.

Board Policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student is available at www.wdsd.org.

~~To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org .~~

~~HOMELESS STUDENTS~~

~~The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in their school of origin for the duration of their homelessness or until the end of any academic year in which they move to permanent housing.~~

~~Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Ryan Chandler, the district's liaison for homeless students at 679-3000.~~

HOMEWORK and HOMEWORK REQUESTS

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

When a student is absent, their parent should call the office for make-up work. Please allow 24 hours for teachers to prepare these. Assignments for absences of less than three days may be made up on the student's return.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate that, for medical or religious, or philosophical beliefs and/or a medical exemption, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. The student's parents or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

INFECTION CONTROL~~/HIV, HBV AND AIDS~~ AND BLOODBORNE PATHOGENS[1]

The risk of exposure to body fluids due to casual contact in the school environment is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for bloodborne pathogens.

~~Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.~~

~~Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.~~

~~HIV, HBV, AIDS – Students~~

~~A student infected with HIV[1], HBV, or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV, or AIDS condition diagnosis to the district.~~

~~If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the student or representative to develop appropriate procedures.~~

~~Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.~~

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[1] "Bloodborne pathogens" are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). 29 CFR 1910.1030(b)

Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

~~To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org .~~

INSURANCE

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have: (1) purchased the student accident insurance; or (2) shown proof of insurance.

LOCAL WELLNESS

Students may be encouraged or required to participate in physical activity or receive instruction on nutrition or maintaining healthy lifestyles.

LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials.

A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. The district will not be responsible for the loss of, or damage to, personal property.

~~LOCAL WELLNESS~~

~~Students may be encouraged or required to participate in physical activity or receive instruction on nutrition or maintaining healthy lifestyles.~~

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester.

Loss or suspected theft of personal or district property should be reported to the school office.

The district will not be responsible for the loss of, of damage to, personal property.

MEAL PROGRAM

The district participates in the National School Lunch Program, School Breakfast Program, Special Milk Program, and offers free meals to students. Additional information can be obtained in the office.

Due to the presence of federally funded meal programs, outside food deliveries are not permitted.

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDIA CENTER

The school library is called the Media Center because the services available there are no longer limited to checking out books. Many other services are available in the Media Center including computers, recordings, television services, and other means for information gathering and dispersal. The Media Center is open for student use daily from 7:20 a.m.- 3:30 pm. Students who wish to use the Media Center during class hours must have a pass from their classroom teacher.

Students may have two library books checked out at a time. Library books may be kept for up to two weeks. Other materials may be checked out overnight and are due prior to the first class period the following day. Students will be notified of overdue materials and are expected to return them immediately. Replacement costs for lost or damaged materials must be paid.

MEDICATIONS**

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis, or a need to manage hyperglycemia, asthma, or diabetes.

Students may be permitted to take medication and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations and the following.

District-Administered Medication

Requests and parental permission for the district to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.

Written instructions of the prescriber are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration, any other special instructions, and the signature of the prescriber. A prescription label prepared by a pharmacist at the direction of a prescriber meets the requirements for written instructions from the prescriber, if the information above is included (excluding the signature).

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer nonprescription medication (parental signature in place of prescriber signature).

All medication to be administered by the district is to be brought to school in its original container. Medication not picked up by the parent within [five] school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

A request to the district to administer non-prescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

In situations when a licensed health care professional is not immediately available, trained personnel, designated by the district may administer epinephrine, glucagon, or other medications to a student as prescribed and/or allowed by Oregon law.

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine pen be kept at a reasonable, secured location in the student's classroom.

Premeasured Doses of Epinephrine
A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

Naloxone
Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

Self-Medication
Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
2. Permission from a building administrator, and either a prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the student's response to the medication.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

A request to allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosage, the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The WMS newsletter published quarterly, "Open House" nights in the fall and spring and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the principal.
4. Participate in district parent organizations. The activities are varied, ranging from promotion activities to the building's site council, with its emphasis on instructional improvement.

PARENTAL RIGHTS

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's family;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification to the parent or guardian, a. An opportunity to inspect any instrument used to collect such information, and permission of the student's parent(s) or the student, if age 18 or older ~~will be given to the parent or guardian~~.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

~~PHYSICAL EXAMINATIONS~~

~~Students in grades 7 through 12 must have an examination performed by a physician prior to practice and competition in athletics and shall additionally have an examination once every two years and after either a significant illness or a major surgery prior to further participation.~~

~~The examination is the responsibility of the parent/student and is to be paid for by the parent/student.~~

~~Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season.~~

~~Students shall not participate without a completed school sports preparticipation examination form on file with the district.~~

PEDICULOSIS (HEAD LICE)

A student with a suspected case of lice ~~shall~~ may be referred to the school nurse or administrator for ~~an assessment~~a screening. The screening will be done in a confidential manner by trained personnel. ~~A student found with live lice or nits (lice eggs) will be excluded from school attendance. A student excluded from school will be readmitted after an assessment by designated personnel to confirm no live lice or nits are present, and may be subject to periodic checks.~~

School personnel will notify the parent or guardian of a student found with head lice and may provide information on treatment. The student will be allowed to remain in school.

PERSONAL ELECTRONIC DEVICES~~ AND SOCIAL MEDIA~~

~~Students will not use personal electronic devices during the school day. A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.~~Student possession or use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours, except as provided below.

Except as otherwise provided in this policy, "personal electronic device" means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school's network infrastructure[2]. This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

Personal electronic devices may be used when use complies with the terms of:

1. The student's medical provider's order for the care and treatment of a medical condition[3];
2. The student's individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973;
3. A written exemption provided for the student based on a request received in administrative regulation JFCEB-AR Request for Personal Electronic Device Exception. School administration will respond to such a request with 10 school days.

Personal electronic devices may be kept by students in lockers, but personal electronic devices are not to be stored on the student's person or in the student's clothing during regular instructional hours.~~Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.~~

~~Students may be allowed to use and possess devices on district property and at district-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment or district-sponsored activities, or violate Board policies, administrative regulations, school or classroom rules, states and federal law.~~

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[2] Personal electronic devices that can make calls, send texts, or access the internet via cellular data are restricted. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds.

[3] JFCEB-AR must be submitted to the building administrator, along with a copy of the order.

~~Students permitted to possess a personal electronic device are prohibited from using the device on during class time. Personal electronic devices brought to school may be used for approved classroom or instructional related activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.~~

~~The district will not be liable for personal electronic devices brought to district property. The district will not be liable for information or comments posted by students on social media websites.~~

~~Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.~~

~~The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.~~

~~The district will not be responsible for the loss of, or damage to, personal property.~~

POSTERS

Signs, banners or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the principal.

~~An alternative program or learning activity for credit may be provided.~~

~~All such requests should be directed to the principal by the parent in writing and include the reason for the request and a proposed alternative.~~

PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social, and emotional development. Exceptions may be made when, in the judgment of the professional staff (teachers, counselors, special services staff, and assessment specialist, in concert with school principals), such exceptions are in the best educational interest of the students involved. Exceptions shall only be made after prior notification and explanation to and discussion with the student's parents, but the final decision for academic placement shall rest with principals.

Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript or other documentation, assessment, portfolio or work sample evidence, etc., as may be required by the district. If the student is unable to provide appropriate documentation, the

building principal or designee will make the grade level or course determination placement based on district-administered assessments as deemed appropriate.
~~A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Students who receive failing grades in two or more core classes (Language Arts, Literacy, Social Studies, Math and Science) will be considered by the Student Services Team for retention in their current grade level. Individual progress in state-wide testing will also be used to determine promotion.~~

~~Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made only after prior notification and explanation to the student's parents.~~ The final decision will rest with the building principal.~~

~~Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district. If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.~~

RELEASE OF STUDENTS FROM SCHOOL
A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave.Students are to ALWAYS check in and out through the front office. Students not properly checking out will be considered truant. A student will not be released to any person without the approval of their parent or as otherwise provided by law.

RELEASE TIME FOR RELIGIOUS INSTRUCTION
Students may be excused from school for religious instruction, not to exceed two hours for grades 1 through 8 and five hours for grades 9 through 12 in any school week.

~~RELEASE OF STUDENTS FROM SCHOOL~~
~~A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. Students are to ALWAYS check in and out through the front office. Students not properly checking out will be considered truant. A student will not be released to any person without the approval of their parent or as otherwise provided by law.~~
REPORTS TO STUDENT AND PARENTS
Parents are encouraged to monitor their student's progress using ParentVue. Grades are regularly posted, and open communication with teachers is desired. Written reports of student absences and grades shall be issued to parents of their student's progress toward achieving the academic content standards. Letter grades will be used. Grades will be based on many factors including assignments (both oral and written) class participation, special assignments, research activities and other identified criteria.

At the end of the first three weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

Student progress in academics is evaluated each nine weeks. Report cards are mailed home at the end of each nine-week period. Parents and students are encouraged to monitor academic progress as grading periods progress.

RESTRAINT OR SECLUSION

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students (see Board Policy JGAB – Use of Restraint or Seclusion and the accompanying administrative regulation).

If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued.

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following an incident involving the use of restraint or seclusion, school staff will provide parent or guardians of the student with the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident with 24 hours that provides:
    a. A description of the restraint or seclusion including:
        1. The date of the restraint or seclusion;
        2. The times of the restraint or seclusion began and ended; and
        3. The location of the incident.
    b. A description of the student's activity that prompted the use of restraint or seclusion;
    c. The efforts used to de-escalate the situation and the alternatives to restraint that were attempted;
    d. The names of staff who administered the restraint or seclusion;
    e. A description of the training status of the staff who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
    f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.

A district Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment.

A documented debriefing must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student. The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion:

1. Oral notification of the incident must be provided immediately to a parent or guardian of the student and to the Oregon Department of Human Resources (DHS); and
2. Written notification of the incident must be provided to the DHS within 24 hours of the incident.

If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, to the Superintendent of Public Instruction and, if applicable, to the union representative for the affected person.

The district shall maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

The district, upon request from DHS regarding an investigation of an incident of restraint or seclusion as suspected child abuse, shall disclose any records preserved to DHS or its designee which are deemed relevant to the subject investigation, in its original format and without any alteration.

The use of a seclusion cell is prohibited.

~~REPORTS TO STUDENT AND PARENTS~~

~~Parents are encouraged to monitor their student's progress using ParentVue. Grades are regularly posted, and open communication with teachers is desired. Written reports of student absences and grades shall be issued to parents of their student's progress toward achieving the academic content standards. Letter grades will be used. Grades will be based on many factors including assignments (both oral and written) class participation, special assignments, research activities and other identified criteria.~~

~~At the end of the first three weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.~~

~~Student progress in academics and citizenship is evaluated each nine weeks. Report cards are mailed home at the end of each nine-week period. Parents and students are encouraged to monitor academic progress as grading periods progress.~~

SCHOOL SPORTS PARTICIPATION

A student participating in extracurricular sports in grades 7 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination prior to their initial participation in a related district program. The form is to be completed and signed by a parent or guardian giving permission for the student to participate and signed by a medical provider authorized by law who has examined and evaluated the student. The completed form(s) must be returned to the school office.

A student who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion will not be allowed to participate in any athletic event or training on that day, unless an athletic trainer licensed by the Board of Athletic Trainers or a physician licensed pursuant to ORS 677.100-677.228 has determined the student has not suffered a concussion. Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion;
2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion; and
3. The student has received a medical release form from a health care professional.

A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a sports examination once every two years, thereafter.

SEARCHES

Searches

District officials may search the student, their personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is conducting an investigation of a report of child abuse on school premises, the investigator may exclude district personnel from the investigation and district personnel are not allowed to notify any person, including the child's parents or guardian, other than the department or law enforcement agency and any school employee necessary to enable the investigation, of an investigation described in this paragraph nad may not disclose any information obtained during the investigation.~~questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.~~

SPECIAL PROGRAMS

Bilingual Students (English Language Learners)

The school provides special programs for bilingual students (English language learners). A student or parent with questions about these programs should contact the Superintendent of Schools at 679-3000 ext. 210.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
   a. Detailing the right to have their student immediately removed from such program upon their request;
   b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
   c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the building principal or Superintendent of Schools.

STUDENT/PARENT COMPLAINTS

Discrimination Complaints

Any person, including students, staff, visitors, parents and third parties may file a complaint of discrimination. The person with a complaint regarding possible discrimination on any basis protected by law should contact the principal.

The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-075-0001 – 581-075-0045.

~~A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact the principal.~~

~~The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.~~

Bias Incident Complaints

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

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"Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

"Symbol of hate" means nooses[4], symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property[5], or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.

~~All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.~~

~~"Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.~~

~~The district prohibits the use or display of any symbols of hate on school property, or in an education program except when used in teaching curriculum that is aligned with state standards of education for public schools.~~

~~The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.~~

Division 22 Education Standards Complaints

Any resident of the district, parent of a student attending district schools or a student attending a school in the district may make an appeal or complaint alleging violation of the district's compliance with a Division 22 educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint within 30 days at any step or within 90 days of the initial filing of a written complaint with the district (whichever occurs first), any complainant may appeal direct to the Deputy Superintendent of Public Instruction.

Instructional Materials Complaints

Concerns and complaints regarding instructional materials from~~by~~ students or parents ~~about instructional materials should be directed to the principal~~should be handled in accordance with Board policy IIA – Instructional Materials and associated administrative regulations. Should the student or parent, following initial efforts at informal resolution of the ~~complaint~~concern, desire to file a formal complaint, a Request for Reconsideration of Instructional or Library Materials Form is available in IIA-AR(5) and ~~"Challenge Request for Instructional Materials"~~ may be requested from the school office. ~~The principal will be available to assist in the completion of such forms as requested.~~

[4] The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under ORS 163.191

[5] "School property" means any property under the control of the district.

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~~All Challenge Request forms must be signed by the complainant and filed with the superintendent. A review committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.~~

~~The complainant may appeal the superintendent's decision to the Board, whose decision will be final.~~

Placement/Enrollment of Students Experiencing Houselessness Complaints
In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students navigating housing instability.

Public Complaints
Board members recognize that complaints about schools may be voiced by employees, students, parents of students who attend a school in the district, and persons who reside in the district. When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be made to the superintendent.

A person may initiate a complaint by filing a written complaint with the principal. That principal shall attempt to resolve the complaint within 10 working days of initiation of the complaint with the principal. If the complainant is dissatisfied, the complainant may file a written complaint with the superintendent within 10 working days of the decision from the principal. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved after 10 working days of receipt of the complaint by the superintendent, the complainant may appeal to the Board. A written complaint referred to the Board may be considered at the next regularly scheduled or special Board meeting. A final written decision regarding the complaint shall be made by the Board within 20 days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The timelines may be extended upon written agreement between the district the complainant.

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Complaints against the principal should be filed in writing with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the request to place the complaint on a Board meeting agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair in writing on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred in writing to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair should be made in writing directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

A complainant must file a complaint within the later of either time limit set below, in accordance with State law:
1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district

The district's final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and the complaint is not resolved through the complaint process above, the complainant may file an appeal 1 to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023.
See WDSD Policy KL – Public Complaints.~~,~~.
~~To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org .~~

Suspected ~~Staff~~ Sexual Conduct with Students by District Employees, Contractors, Agents, and Volunteers of the District

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Sexual conduct by district employees, contractors[6], agents[7], and volunteers[8] is prohibited and will not be tolerated. All district employees, contractors, agents, ~~and~~ volunteers, and students[9] are subject to Board policy JHFF/GBNAA – Reporting Requirements Regarding Sexual Conduct with Students.

"Sexual conduct," means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance or of creating an intimidating or hostile educational environment. "Sexual conduct" does not include touching or other physical contact that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

"Student" means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The district will post in each school building the name and contact information of the designated {[10]}licensed administrator and alternate licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for each school building to receive sexual conduct reports, and the procedures the designee will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports at Winston Middle School is the principal. In the event this person is the suspected perpetrator, the superintendent shall receive the report. When the principal/superintendent takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools.

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[6] "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.
[7] "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.
[8] "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.
[9] Student conduct only meets the definition of sexual conduct if the student is also an employee, contractor, agent, or volunteer.

{[10] ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, in the event the designated licensed administrator is the alleged perpetrator, who are designated to receive reports of sexual conduct for a school building in the respective school building. A licensed administrator is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

Students with Disabilities Complaints
A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the district's services, activities, or programs to a student, should be directed to the building principal or to Craig Anderson, secondary special education coordinator.

Students with Sexual Harassment Complaints
The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment. The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.
~~See WDSD Policy JBA/GBN~~

~~To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org .~~

General Procedures
When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet definitions in multiple complaint procedures (AC-Nondiscrimination and Civil Rights and JBA/GBN – Sexual Harassment), ~~both of the definitions in ORS Chapter 342 and Title IX,~~ both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures{[11]}.

Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)
See administrative regulation JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

Federal Law (Title IX) Sexual Harassment Complaint Procedure
See administrative regulation JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

Talented and Gifted (TAG) Programs and Services Complaints
Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should follow the complaint procedures outlined by Board Policy IGBB – Talented and Gifted Program and/or Services, which refer to IGBB-AR Complaints Regarding the Talented and Gifted Program and/or Services.

The complainant may file an appeal with the Superintendent if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging violation of standards with the district. A copy of the OAR will be provided upon request.~~complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for~~

{[11] Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and ~~Reporting Requirements for~~ Suspected Sexual Conduct with Students and Reporting Requirements (Board policy GBNAA/JHFF)}

~~a review committee to meet within two school days of receiving the written complaint to review all pertinent information.~~

~~A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.~~

~~The complainant may file an appeal with the Deputy Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.~~

~~To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org .~~

STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records.

"Education records" are those records directly related to a student and maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Directory information can be released in accordance with Board Policy JOA – Directory Information. Information considered directory information is included under Directory Information Selection and Acknowledgement or Receipt of Handbook (pg. 1) and includes the student's name, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student's birth date ~~and place of birth~~;
4. Name of parent/guardian;
5. Date of entry into the school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. ~~Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.~~

Providing a student's social security number is voluntary ~~and will be included as part of the student's permanent record only as provided by the eligible student or parent~~. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

~~Memory~~ In accordance with federal law, memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age, unless the district is provided evidence that there is a court order or parental plan, state statute or legally-binding document ~~relating to such matters as divorce, separation or custody~~ that specifically revokes these rights.

~~Parents of a minor, or an eligible student (if 18 years of age or older), may inspect and review education records during regular district hours.~~A parent or student may request to view or receive a copy of student records in accordance with Board policy JO/IGBAB – Education Records/Records of Students with disabilities.

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility, or youth care center in which the student was formerly enrolled and shall request the student's education record.

The district shall transfer originals of all requested student education records relating to a particular student to the new educational agency when a request to transfer such record is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules. Records requested by a public charter school or district to determine the student's placement may not be withheld.

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The district shall appoint a hearings officer who shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
   a. The principal or designated representative;
   b. A member chosen by the eligible student or student's parent(s); and
   c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Student Privacy Policy Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Student Privacy Policy Office, U.S. Department of Education, Washington D.C., 20202-8520 or studentprivacy.ed.gov.

A copy of the district's education records Board policy and administrative regulation may be obtained by contacting the office.

STUDENT EXPERIENCING HOUSELESSNESS**

The district provides full and equal opportunity to students experiencing houselessness as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act.

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Dave Welker, the district's liaison for homeless students.

See Placement and Enrollment of Students Experiencing Houselessness Complaints.

STUDENT PUBLICATIONS AND MATERIALS

All aspects of K-8 school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completely under the supervision of the teacher and principal. Student may be required to submit such publications to the administration for approval. On occasion, materials such as leaflets, newsletters, cartoons, and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and free expression in an academic community. Materials may be reviewed by the administrator or may be restricted or prohibited pursuant to legitimate educational concerns in accordance with Board policy IB – Freedom of Expression and IGDB – Student Publications K-8.

School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law and in accordance with Board policy IB – Freedom of Expression.

Other written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property without the approval of the administration in compliance with board policy.

Other materials not under the editorial control of the district may be subject to administrative review, restriction, or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias.

Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district will not be allowed. All requests for such materials distribution require approval of the administration. The district may designate the time, place, and manner for distribution. If material is not approved with 48 hours of the time that it was submitted, it must be considered denied.

A denial may be appealed to the superintendent. If the material is not approved by the superintendent within three days, it will not be considered approved. A decision reached by the superintendent may be appealed to the Board under established district procedures.

~~To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org .~~

SUICIDE PREVENTION

The district publishes the required Student Suicide Prevention plan in accordance with law. The minimum requirements for the plan are published in Board policy JHH – Student Suicide Prevention. The plan is available upon request from the district office , from any school office and is published on the district website. ~~In accordance with Oregon Senate Bill 52 (Adi's Act) and WDSD policy JHH, the district has developed a comprehensive student suicide prevention plan for students in kindergarten through grade 12. It is available online and at the district's main office.~~ The plan can be viewed or downloaded at: ~~https://w~~ https://files.smartsites.parentsquare.com/11650/wdsd_suicide_prevention_plan.pdf~~ww.wdsd.org/files/user/2/file/WDSD_Suicide_Prevention_Plan.pdf~~

SURVEILLANCE CAMERAS

Stationary cameras may be used in public areas of school campuses. These recordings are used to increase student safety and maintain school property.

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades K-12.

This process of identification shall include at a minimum:

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and programs; with no single test or piece of evidence eliminating a student from eligibility.
3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:
    a. Students who are racially or ethnically diverse;
    b. Students experiencing disability;
    c. Students who are culturally or linguistically diverse;
    d. Students experiencing poverty; and
    e. Students experiencing high mobility.
4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

When a student is identified for TAG, the district shall inform parents of the programs and services available to their student and provide an opportunity for parents to provide input to, and discuss TAG instruction

proposed for their student. The instruction provided shall be designed to accommodate the student's assessed levels of learning and accelerated rates of learning. Parents may request the withdrawal of their student from TAG at any time.

~~Students will be identified based on:~~

~~Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged;~~

~~Behavioral, learning and/or performance information;~~

~~A nationally standardized mental ability test for assistance in the identification of intellectually gifted students;~~

~~A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics on] the Smarter Balanced Assessment for assistance in identifying academically talented students.~~

~~Identified student shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.~~

TAG Appeals

If a parent is dissatisfied with the identification process or placement of their student, they may submit an appeal through the accompanying administrative regulation, IGBBA-AR - Appeal Procedure for Talented and Gifted Student Identification and Placement**.

~~A parent may appeal the identification process and/or placement of their student in the district's TAG program as follows:~~

~~Informal Process:~~

~~1. The parent(s) will contact the school TAG coordinator to request reconsideration;~~

~~2. The coordinator/teacher will confer or meet with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, within five working days of the request. At this time, information pertinent to the selection or placement will be shared.~~

~~3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.~~

~~Formal Process:~~

~~1. The parent shall submit a written request for reconsideration of the identification/placement to the program supervisor, within five working days of the conference identified in the informal process.~~

~~2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator.~~

~~3. The TAG coordinator/teacher and other appropriate administrators shall review the student's file and earlier decisions within 10 working days of the original request presented in the previous step. Additional data may be gathered to support or change the earlier decision. The parent may be provided an opportunity to review school/district data and present additional evidence. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures.~~

~~4. A decision will be made by the program supervisor within 20 working days after receipt of the written request for reconsideration from the parent. The parent shall be notified of the decision in writing and the decision shall be forwarded to the superintendent.~~

~~5. The decision may be appealed to the Board.~~

 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org . The information is current as of 10/30/2026 11:16 AM.

~~6. If the parent is still dissatisfied, they may file an appeal to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OARs upon request.~~

Programs and Services

The district's TAG program and service options will be developed and based on the individual needs of the student.

~~To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org .~~

TECHNOLOGY USE POLICY

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of the district's system.

1. Prohibitions

The following conduct is strictly prohibited:

a. Attempts to use the district's system for:
   (1) Unauthorized solicitation of funds;
   (2) Distribution of chain letters;
   (3) Unauthorized sale or purchase of merchandise and services;
   (4) Collection of signatures;
   (5) Membership drives;
   (6) Transmission of any materials regarding political campaigns;
   (7) Chat rooms or messaging sites.

b. Attempts to upload, download, use, reproduce or distribute information, data, software, or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;

c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;

d. Attempts to evade, change or exceed resource quotas or disk usage quotas;

e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
   (1) Harmful to minors;
   (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
   (3) A product or service not permitted to minors by law;
   (4) Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
   (5) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
   (6) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.

f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;

g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory

information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;

h. Attempts to arrange student meetings with anyone on the district's system, unless authorized by the system coordinator or teacher and with prior parent approval;

i. Attempts to use the district's name in external communication forums such as chat rooms without prior district authorization;

j. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access.

Violations/Consequences

1. Students
   a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges.
   b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
   c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

TELEPHONES

When a student needs to contact his or her home, he or she should obtain a pass and use the student phone at the office. Messages from parents or guardians will be relayed to students only when necessary. Every effort will be made to avoid disruption of classes.

TEXTBOOKS

Textbooks are provided in many classes. In some classes students will be assigned their own textbooks for which they are responsible and which must be returned at the end of the year. In some classes we are only able to provide a classroom set for use in class. **It is the responsibility of all students to maintain their books in reasonable condition and to pay for any loss or damage.**

THREATS

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass or intimidate another. Additionally, false threats to damage school property, will not be tolerated.

Students in violation of the district's Board policy JFCM – Threats of Violence will be subject to discipline up to and including expulsion, and may be subject to civil or criminal liability. The district official shall notify the parent or guardian when their student is in violation of this policy and the disciplinary action imposed.

The threat of serious harm to public school students is serious. Students who make serious threats of violence will be taken at their word, and addressed accordingly. This will likely involve police intervention.

TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS

Student possession, use, sale of distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited and will result in disciplinary action. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. A student shall be referred to law

enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school.

"Tobacco product" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

"Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device; or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

~~To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org .~~

TRANSCRIPT EVALUATION

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

TRANSPORTATION OF STUDENTS

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

Transportation Rules

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved service animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary Procedures for Violations of Transportation Rules

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.

2. Second Citation: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor, and the principal.~~The student is suspended from the bus for 3 – 5 days.~~

3. Third Citation of the Year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by [the transportation supervisor], has been held with the student, the parent, the bus driver, [the transportation supervisor,] and the principal. At this time, a behavior contract will be made with the student, and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.~~The student receives up to a 30-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.~~

4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by ~~[~~the transportation supervisor~~]~~, involving the student, the bus driver, ~~[~~the transportation supervisor~~]~~, the parent and the principal.

~~5.~~ In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

~~To review WDSD policies and current information, access District policies on the WDSD Webpage at www.wdsd.org .~~

VEHICLES/BICYCLES/SKATE BOARDS ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, long boards, rollerblades, scooters or similar devices on district grounds is prohibited. Skateboards, long boards, rollerblades, scooters or similar devices will be confiscated by school authorities and placed in the office for parents to retrieve.

The district assumes no liability for loss or damage of personal property, including vehicles, bicycles or skate boards, or to injuries caused in the use of them.

VISITORS

Parents and other visitors ~~are encouraged to~~may visit district schools after scheduling such visits with the principal~~.~~. To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are scheduled, all visitors must report to the school office upon

entering school property. [Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility.] The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal. Visitors are **required** to wear Visitor Passes.
Adults in the school might become aware of confidential information. For the protection of student rights, we ask you to respect that confidentiality. We are specifically concerned with privacy of the following issues: **1) Grades, performance, and achievement. 2) Individual health or family issues. 3) Discipline and behavioral issues.**

Parents are welcome to join us for lunch. Please see the above Cafeteria section for meal pricing.

Middle school age students may be allowed to visit our school if:

1. The visit has an educational purpose.
2. The visitor's school is not in session.
3. The host student must request a visitor clearance form from the office and complete it for the visiting student. **This must be approved and signed by the principal, as well as the office, and must be completed at least 24 hours in advance.**
4. A host student is responsible for any and all disciplinary infractions of their guest.
5. Teachers may refuse guests in their classrooms for any reason.
6. Students from other grade levels are NOT permitted to visit Winston Middle School.