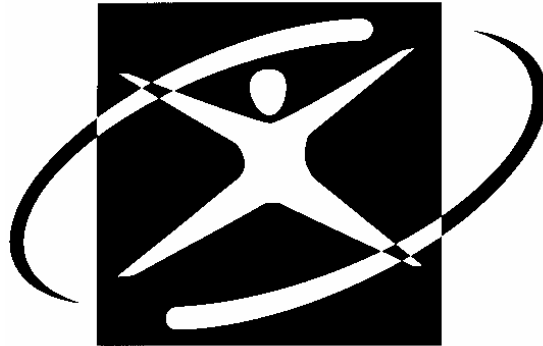


Student/Parent Handbook



2007-08

Corvallis School District 509J
1555 SW 35th Street
PO Box 3509J
Corvallis, OR 97339

TABLE OF CONTENTS

PREFACE	5
Non-Discrimination.....	5
ADMISSION.....	5
ADMISSION—NON RESIDENT STUDENT.....	6
ALTERNATIVE EDUCATION PROGRAMS	6
In-District Alternative Education Programs	6
Nondistrict Alternative Education Programs.....	6
ALTERNATIVE EDUCATION PROGRAMS—ESTABLISHMENT.....	7
ASBESTOS	8
ATTENDANCE	8
Absence and Excuses	8
Grade Reduction/Credit Denial Based on Attendance.....	9
Truancy.....	9
COMMUNICABLE DISEASES.....	10
COMPUTER USE.....	10
CONDUCT.....	11
Student Rights and Responsibilities.....	11
Student Code of Conduct.....	11
CONDUCT—SERIOUS MISCONDUCT OF STUDENT—SPECIAL PROVISIONS.....	12
Suspension of Driving Privileges for Certain Offenses	12
Tobacco/Drug Offenses.....	12
Weapons Offenses.....	13
CONFERENCES	13
DAMAGE TO DISTRICT PROPERTY	14
DISCIPLINE/DUE PROCESS.....	14
Detention.....	14
Suspension	14
Expulsion	15
Discipline of Disabled Students.....	15
DISTRIBUTION OF MATERIAL.....	16
Non-School-Sponsored Media.....	16
School-Sponsored Media.....	16
DRESS AND GROOMING	17
Threat to the Health and/or Safety of the Student Concerned or of Other Students.....	17
DRILLS—FIRE, EARTHQUAKE, AND OTHER EMERGENCY DRILLS	17
DRUG, ALCOHOL, AND TOBACCO—USE PROHIBITED/PREVENTION AND ASSISTANCE PROGRAM	17
EMERGENCY MEDICAL TREATMENT.....	18
EMERGENCY SCHOOL CLOSING INFORMATION	18
EXPANDED OPTIONS PROGRAM FOR 11 TH & 12 TH GRADERS.....	19
FEES, FINES, AND CHARGES	19
FIELD TRIPS.....	20
FLAG DISPLAYS AND SALUTE.....	20

FOREIGN EXCHANGE STUDENTS	20
GANGS	20
GRADUATION REQUIREMENTS	21
HOMELESS STUDENTS	21
IMMUNIZATION	21
INFECTION CONTROL/HIV, HBV, AND AIDS.....	22
Infection/Disease Instruction	22
HIV, HBV, AIDS—Students.....	22
INSURANCE	23
LOCKERS.....	23
MEDIA ACCESS TO STUDENTS	23
MEDICINE AT SCHOOL.....	24
District-Administered Medication	24
Self-Medication.....	24
NO CHILD LEFT BEHIND ACT—ANNUAL PARENT NOTICE—RIGHT TO REQUEST	
TEACHER QUALIFICATIONS	25
PARENTAL RIGHTS—SURVEY ACTIVITIES.....	25
PERSONAL COMMUNICATION DEVICES.....	26
PROGRAM EXEMPTIONS	26
SEARCHES—SEARCHES OF PROPERTY AND QUESTIONING OF STUDENTS.....	26
Searches	26
Questioning.....	27
SPECIAL PROGRAMS.....	27
Bilingual Students	27
Title I Services	27
STUDENTS WITH SPECIAL NEEDS.....	27
Students with Disabilities	27
Evaluation/Identification	27
Services.....	28
STUDENT/PARENT COMPLAINTS	28
District Personnel Complaints	28
Discrimination on the Basis of Sex Complaints	28
Education Standards Complaints	28
Instructional Materials Complaints	29
Students with Disabilities Complaints	29
Placement/Enrollment of Homeless Students Complaints	29
Students with Sexual Harassment Complaints	29
STUDENT EDUCATION RECORDS (NOTICE TO PARENTS).....	31
Student’s Personally Identifiable Information/Directory Information.....	31
Transfer of Education Records	32
Requests for Education Records	32
Access/Release of Education Records	32
Provision for Hearing to Challenge Content of Education Records	33
SUPERVISION OF STUDENTS.....	33
TALENTED AND GIFTED PROGRAM	33
Identification of Talented and Gifted Students.....	33
Appeals	34
Programs and Services	34

TRAFFIC SAFETY EDUCATION.....	34
TRANSCRIPT EVALUATION.....	34
TRANSFER OF STUDENTS—SCHOOL BOUNDARY AREAS AND TRANSFERS	34
TRANSPORTATION OF STUDENTS	35
Transportation Rules	35
VEHICLES ON CAMPUS	35
VISITORS	36
WELLNESS POLICY AND NUTRITION PROGRAM	36
APPENDIX A—STUDENT NETWORK USE HANDBOOK.....	37
APPENDIX B—STUDENT INTERNET ACCOUNT AGREEMENT AND EXCEPTIONS	
DENIAL FORM	41
APPENDIX C—BOARD POLICIES AND ADMINISTRATIVE REGULATIONS	42

PREFACE

The material covered within this student/parent 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.

Any information contained in this student/parent handbook is subject to unilateral revision or elimination from time to time without notice. Copies of the complete district Student/Parent Handbook are available at your school office or on the district web site at www.csd509j.net.

Non-discrimination

Corvallis School District 509J does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act.

Coordination of compliance with these legal requirements is handled by the district office. For additional information and/or compliance issues please contact (541) 757-5724.

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 may 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 may 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 as appropriate to resident students denied regular school admission.

ADMISSION—NONRESIDENT STUDENT

In addition to those provisions above regarding nonresident students, the district may enroll nonresident students by written consent of the affected school boards; the student becomes a “resident pupil” of the attending district thereby allowing the attending district to receive State School Fund moneys, or by unilaterally admitting with tuition a nonresident student whereby neither district is eligible for State School Fund moneys for said student.

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 whose academic or vocational interests and needs are best served through participation in such programs (OAR 581-022-1350), or for students who are not benefiting from their educational program because of: erratic attendance, severe disciplinary problems, expulsion proceedings, expulsion, or application for exemption from compulsory attendance as stated in ORS 339.030 or for students who have not met or exceeded the standards at grades 3, 5, 8, and 10. Such programs consist of instruction or instruction combined with counseling. Home schooling shall not be used as an alternative education program placement.

The district will provide alternative education programs for students expelled for violation of applicable state or federal weapons laws.

In-District Alternative Education Programs

- Harding Center classes
- Credit Clinic
- Tutorial instruction
- Small group instruction
- Professional technical programs
- Work experience
- Community service
- Independent study
- Expanded Options Program
- Others as approved by the district

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

Non-District Alternative Education Programs

- Instructional activities provided by other accredited institutions
- Community Service Consortium
- Community college
- Correspondence and Internet courses
- 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 parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

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

ALTERNATIVE EDUCATION PROGRAMS—ESTABLISHMENT

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

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

Proposals for alternative education programs shall include the following:

- Goals
- Criteria for enrollment
- Proposed budget
- Staffing
- Location
- Assurance of nondiscrimination

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

Individual notification to students and parents regarding the availability of alternative education programs will be provided when one of the above conditions exists.

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 Auxiliary Services Director serves as the district's asbestos program manager and may be reached for additional information.

ATTENDANCE

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

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925.

The district will notify the parent in writing that, in accordance with law, a representative of the building will schedule a conference with the nonattending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

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

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, under ORS 163.577 (1)(c), 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.

Absence and Excuses

When returning to school after an absence, a student must bring a note (unless individual schools specifically provide for alternatives to notes) signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:

- Illness 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
- 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

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 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. Teachers will provide notice to students regarding the consequences for student failure to make up assigned work within a reasonable amount of time as allowed by the teacher. A student who is absent from school for any reason may not be allowed to participate in school-related activities on that day or evening.

Grade Reduction/Credit Denial based on Attendance

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 excused 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 and whether "credit denial" for unexcused absences is possible in this course.

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

Truancy

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 and/or loss of driving privileges.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, and tuberculosis. Parents with questions should contact the school office.

COMPUTER USE

Students may be permitted to use the district's electronic communications system 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 and the "Student Network Use Handbook" (see appendix).

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

- 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
- The on-line activities of students are monitored
- Access by students to inappropriate matter on the Internet and World Wide Web is denied
- 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
- Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited
- Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited
- 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.

CONDUCT

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

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

- Civil rights—including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others
- 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
- The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights
- The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights
- The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others
- The right to privacy, which includes privacy in respect to the student's education records
- The right to know the behavior standards expected and 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-related activity, regardless of time or location and while being transported in district-provided transportation. 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:

- Assault
- Hazing, harassment, intimidation, bullying or menacing

- Coercion
- Violent behavior or threats of violence or harm
- Disorderly conduct, false threats, and other activity causing disruption of the school environment
- Bringing, possessing, concealing or using a weapon
- Vandalism/Malicious Mischief/Theft, including willful damage or injury to district property; or to private property on district premises or at school-sponsored activities
- Sexual Harassment
- Use of tobacco, alcohol, or drugs, including drug paraphernalia
- Use or display of profane or obscene language
- Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials
- Violation of district transportation rules
- Violation of law, Board policy, administrative regulation, school, or classroom rules

CONDUCT—SERIOUS MISCONDUCT OF STUDENT—SPECIAL PROVISIONS

Suspension of Driving Privileges for Certain Offenses

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; 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.

Tobacco/Drug Offenses

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

Weapons Offenses

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 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 person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

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

“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.

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

In accordance with 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.

CONFERENCES

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

Students and parents may also expect teachers to 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.

DAMAGE TO DISTRICT PROPERTY

A student who is found to have damaged district property will be held responsible for the reasonable

cost of repairing or replacing that property. If the cost is \$50 or more, the district will notify the student and parent. If the amount due is not paid within ten, 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.

DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct or specific school rules 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.

Detention

A student may be detained outside of school 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.

Suspension

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

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

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

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

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.

DISTRIBUTION OF MATERIAL

All aspects of 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.

Non-School-Sponsored Media

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 must be submitted to the communications office for review and approval before distribution to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased, or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias. Materials include advertising that is in conflict with public school laws, rules, and/or Board policy; deemed inappropriate for students; or may be reasonably perceived by the public to bear the sanction or approval of the district.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Assistant Superintendent; material not approved by the Assistant Superintendent within five days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

School-Sponsored Media

Oregon law provides student journalists have the right to exercise freedom of speech and of the press in school-sponsored media, whether or not the media are supported financially by the school or by use of school facilities, or are produced in conjunction with a high school class subject to specific important limitations. Those limitations include:

- Student journalists are responsible for determining the news, opinion and feature content of school-sponsored media subject to following professional standards of English and journalism as taught by the student media adviser
- Student journalists are not permitted expression that is libelous or slanderous, constitutes an unwarranted invasion of privacy, violates federal or state statutes, rules or regulations or state common law, or so incites students as to create a clear and present danger of:
 - The commission of unlawful acts on or off school premises
 - The violation of school policy
 - The material and substantial disruption of the orderly operation of the school

DRESS AND GROOMING

The schools' dress codes are established to promote appropriate grooming and hygiene, prevent disruption of the educational process, and avoid safety hazards.

Responsibility for dress and grooming rests primarily with students and their parents/guardians. However, the district expects student dress and grooming to meet standards that ensure that the following conditions do not exist: Dress and grooming must not disrupt or interfere with the classroom learning environment or school-sponsored activities.

Threat to the Health and/or Safety of the Student Concerned or of Other Students

Clothing with illicit drug or alcohol messages encourages the use of illicit drugs and alcohol and is prohibited. Clothing with obscene or profane references and comments is also prohibited. Individual schools may enact specific dress codes to supplement these standards.

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

DRILLS—FIRE, EARTHQUAKE, AND OTHER EMERGENCY DRILLS

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month. At least one fire drill will be conducted each month for students in grades K-12. At least two drills on earthquakes for students will be conducted each year for students in grades K-12.

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.

DRUG, ALCOHOL, AND TOBACCO—USE PROHIBITED/PREVENTION AND ASSISTANCE PROGRAM

District policy states the possession or use of tobacco, alcohol, dangerous drugs, or drug paraphernalia in any form by staff, students, and others of any age on or about the school premises is prohibited. 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 violations of the provisions of this policy may lead to attendance in a tobacco prevention program with appropriate disciplinary action up to and including suspension or expulsion. Students who violate this policy also will be subject to removal from any or all extracurricular activities as outlined in the discipline matrix. Parents shall be notified of all violations involving the student and action taken by the school.

Violations of this policy by staff will lead to appropriate disciplinary action up to and may include dismissal. Parents, visitors, and volunteers will be asked to adhere to the policy while on school premises.

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

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

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

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

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.

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.

EXPANDED OPTIONS PROGRAM FOR 11TH & 12TH GRADERS

Oregon public schools provide for Expanded Options for 11th and 12th graders to earn additional credits outside of high school programs in certain circumstances. By February 1, 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 March 1 of that year. The selected student will meet with an advisory team to establish goals and develop an educational learning plan. Upon providing evidence of successful completion of a post-secondary course through the Expanded Options Program, the district will grant credit to the student.

FEES, FINES, AND CHARGES

Materials that are part of the basic educational program are provided without charge to a student. The Board recognizes the need for student fees to fund certain school activities that are not sufficiently funded by the district. A student is expected to provide his/her own supplies of pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Club dues
- Security deposits
- Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student
- Personal physical education and athletic equipment and apparel
- Voluntary purchases of pictures, publications, class rings, graduation announcements
- Student accident insurance and insurance on school-owned instruments
- Instrumental rental and uniform maintenance
- Student identification cards
- Fees for damaged library books and school-owned equipment
- Lock or locker deposits
- Fees for use of towels provided by the district for physical education classes or athletics
- Field trips considered optional to the district's regular school program
- Admission fees for certain extracurricular activities
- Participation fees or "pay to play" for involvement in activities

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. No student will be denied an education because of their inability to pay supplementary fees. However, no student is exempt from charges for lost or damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in the student handbook, or in some other written form, and distributed to each student. Students will be advised of the due dates for such fees and charges as well as possible penalties for failure to pay them. In accordance with the law and with district policy, certain education records may be withheld if fees and fines are not paid.

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 DISPLAYS AND SALUTES

A United States flag and an Oregon flag shall be displayed on or near each school building during school hours, except in unsuitable weather and at such other times as the Board deems proper. Students shall receive instruction in respect for the national flag, and be provided an opportunity to salute the United States flag at least once each week by reciting *The Pledge of Allegiance*. A flag salute may be implemented at assemblies, before or after school, at lunch, special events, home room class, athletic contests, or at other times deemed appropriate by the principal. Individual staff members and students who do not participate in the salute may stand or sit and must maintain a respectful silence during the salute.

FOREIGN EXCHANGE STUDENTS

The school may enroll 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 prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by prior to the beginning of the second semester.

Foreign 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.

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.

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

GRADUATION REQUIREMENTS

In order to graduate from high school in the district, a student must successfully complete 45 credits. The state of Oregon requires all students to complete a certain series of courses.

A student in the regular high school program for graduation in 2008 is required to complete the following courses: English (6 credits); Mathematics (4 credits); Science (4 credits); Social Science (including history, civics, geography economics and personal finance) (6 credits); Physical Education (2 credits); Health Education (2 credits); Applied Arts, Fine Arts or Second Language (2 credits in any one or a combination); and Electives (14 credits); and Career Development (1 credit) for a total of 45 credits.

Additionally, students in the graduating class of 2007 and thereafter must:

- Develop an education plan and build an education profile
- Build a collection of evidence, or include evidence in existing collections, to demonstrate extended application
- Demonstrate career-related knowledge and skills
- Participate in career-related learning experiences as outlined in the student's education plan

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 in the Instructional Services Department at the district office.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, 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 he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

INFECTION CONTROL/HIV, HBV, AND AIDS

HIV—Human Immunodeficiency Virus; HBV—Hepatitis B Virus; AIDS—Acquired Immune Deficiency Syndrome; HCV—Hepatitis C Virus.

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 nonintact 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.

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 the 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 Assistant Superintendent

HIV, HBV, AIDS—Students

As a general rule, a student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent/guardian) has no obligation to report an HIV or HBV condition diagnosis to the district.

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

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release. If a student (parent/guardian) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Parents of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student's health-care provider, as well as parents of any student with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon

Department of Human Services, Health Services, or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the Assistant Superintendent.

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.

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. The district reserves the right to inspect all lockers. 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. 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.

MEDIA ACCESS TO STUDENTS

The Board recognizes the important role the media serves in reporting information about the district's programs, services, and activities. Therefore, the district will make every reasonable effort to provide media access to students. School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. All media representatives must check in at the school office when entering school grounds during regular school hours.

The media may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access shall not disrupt the school programs in any unreasonable way and shall comply with Board policies and district goals. Media representatives are required to gain prior approval from the building principal or designee before accessing students involved in newsworthy events or instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parent approval before publication. Parents who do not want their student interviewed or photographed by the media must indicate this to the school. They should also direct their student accordingly. Parents will be advised of this policy at the time of the student's registration and each fall in the Student/Parent Handbook.

MEDICINE AT SCHOOL

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

District-Administered Medication

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

Written instructions of the physician 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, route, frequency of administration, and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

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

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.

Self-Medication

Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and building principal permission. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication. Students may have in their possession only the amount of medication needed for that school day. Sharing or borrowing medication 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.

No Child Left Behind Act—Annual Parent Notice Right to Request Teacher Qualifications

It is the intent and goal of every school in our District to employ highly qualified teachers and staff, and to provide the best education possible for every child. Every teacher we hire must be licensed by Oregon Teacher Standards and Practices Commission (TSPC), who requires that the teacher finish a certified teacher training program, have at least a Bachelor's Degree, and pass a criminal history background check. However, recent federal legislation titled the No Child Left Behind Act (NCLBA) has put additional requirements on teachers in all districts across the nation. One of the requirements of the new legislation is that each Title I school must notify all parents at the beginning of each school year that they may request information regarding their child's teacher(s), including the following:

- Whether a teacher has met Oregon requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which Oregon qualification or licensing criteria have been waived.
- The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals (instructional aides or assistants) and if so, their qualifications.

If your child is being taught for more than four consecutive weeks by a teacher who is currently considered not "highly qualified" by the new federal rules, you will receive a letter with that information and further explanation. Regardless of whether you receive this letter, if you wish to request any or all of the above information concerning your child's teacher(s) and/or paraprofessional(s), please submit a written request, including your name, address, teacher's name and school, to the Human Resources Department, Corvallis School District, 1555 SW 35th Street, Corvallis, Oregon, 97333.

PARENTAL RIGHTS—SURVEY ACTIVITIES

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:

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's parent
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers
- Religious practices, affiliations or beliefs of the student or the student's parents

- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance

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.

PERSONAL COMMUNICATION DEVICES

A “personal communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

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.

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

On written application of parents, students may be excused from planned instruction. An alternative program or learning activity will be provided the excused student.

SEARCHES—SEARCHES OF PROPERTY AND QUESTIONING OF STUDENTS

Searches

District officials may search the student, his/her 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 to believe evidence of a violation of a law, Board policy, administrative regulation, or the Student Code of Conduct is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction. District officials may also search when they have reasonable information that emergency or dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical condition and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district.

Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate. When possible and practical, the student will be present when a search of personal possessions is conducted. Items found which are evidence of a violation of law, policy, regulation, or school rule may be seized and may be 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 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 parent.

SPECIAL PROGRAMS

Bilingual Students

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the school principal or English-as-a-Second Language coordinator.

Title I Services

Some of the schools in 509J provide special services for disadvantaged learners under Title I. 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. All schools who are involved will provide information and proper notice as required by law.

STUDENTS WITH SPECIAL NEEDS

Students with Disabilities

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

Evaluation/Identification

Students with disabilities may require specially designed instruction, curriculum, and instructional modifications, or other accommodations in order to benefit from school. Students may have disabilities that require an Individual Education Program or plan (IEP), or they may qualify for services under Section 504 (a federal non-discrimination law) both of which are determined through a team process that includes extensive evaluations to assess the needs of the student and whether they met the criteria for eligibility. To initiate an evaluation for special education, please contact your classroom teacher, counselor, or principal and ask for assistance. The district's Section 504 Coordinator is Catherine Bullis. She can be reached at 757-4549.

Services

Each school has a team to address the needs of students with disabilities, whether the child qualifies for an IEP (Special Education) or a 504 Plan. A plan is developed to identify the characteristics of the disability and establish ways to address the needs of the student. The team is required to meet annually, but may need to meet more frequently depending on the student.

Other services provided for eligible students with disabilities include: adapted physical education, speech and language services, physical and occupational therapy, social/emotional support services, school psychologist services, and school-to career transition planning. The student's educational planning team makes determination of the need for these services.

STUDENT/PARENT COMPLAINTS

District Personnel Complaints

The following procedure will be used for all complaints, unless otherwise specifically provided:

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher.

If the complaint is not resolved, the complainant may formally present the complaint in writing (including all supporting statements and evidence) within 10 working days of the informal conference to the principal. The principal shall evaluate the evidence and render a decision within 10 working days after receiving the appeal.

If the complainant deems it desirable to carry the complaint beyond the decision reached by the principal, he/she may, within 10 working days, file the complaint with the Superintendent or his/her designee. The Superintendent or his/her designee shall evaluate the evidence and render a decision within 10 working days after receiving the appeal.

If the complainant deems it desirable to carry the complaint beyond the decision reached by the Superintendent or his/her designee, he/she may within 10 working days request a review by the Board at its next regularly scheduled meeting. The Board shall make a final determination within 20 working days from receipt of the appeal. Persons may, after exhausting local complaint procedures appeal in writing to the State Superintendent of Public Instruction.

Discrimination on the Basis of Sex Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the Superintendent or his/her designee.

Education Standards Complaints

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

If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures.

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

Instructional Materials Complaints

Complaints by students or parents 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 “Reconsideration Request Form for Reevaluation of Instructional Materials” may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All Reconsideration Request Forms must be signed by the complainant and filed with the Superintendent.

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

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 Director of Student Services.

Placement/Enrollment of Homeless Students Complaints

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

Sexual Harassment Complaints

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors, or others engaged in district business is strictly and shall not be tolerated in the district. District includes district facilities, district premises, and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits
- Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff
- The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment

Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Administrators and supervisors are responsible for their own conduct and for the conduct of the employees they supervise. They will take affirmative steps to stop sexual harassment by subordinates when it is brought to their attention, including warning or disciplining the offending employee or student.

Building principals, compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be promptly investigated using the timelines and procedures set out above for "District Personnel Complaints."

If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the building principal, compliance officer or superintendent. Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment. Disciplinary action may include verbal/written reprimands, suspension, expulsion, dismissal, and/or referral to outside agencies (e.g., counseling, police).

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

STUDENT EDUCATION RECORDS (NOTICE TO PARENTS)

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

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent 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.

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

- Full legal name of student
- Name and address of educational agency or institution
- Student birth date and place of birth
- Name of parent/guardian
- Date of entry into school
- Name of school previously attended
- Course of study and marks received
- Data documenting a student's progress toward the Certificate of Initial Mastery (CIM) and Certificate of Advance Mastery (CAM), including, where appropriate, dates of achievement of CIM and CAM
- Credits earned;
- Attendance
- Date of withdrawal from school
- Social security number
- Other information as the district may prescribe, e.g., psychological test information, anecdotal records, records of conversations, discipline records, IEPS.

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.

Student's Personally Identifiable information/Directory Information

Directory Information (Opt out required)—Regarding student education records, certain personally identifiable information about a student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. *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, degrees and awards received, and the most recent previous educational agency or institution attended. Parents or Eligible students (18 or older) may notify the school or district of those types of directory information listed above that they wish the district to withhold.

Military recruiters (Opt out required)—The district is required by law to release secondary students' names, addresses, and telephone numbers to *military* recruiters unless parents or eligible students request that the district withhold this information. A form for parents to use to notify the district of their request to withhold this information will be delivered at registration each year.

Information for which Consent is required—Certain specific 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 only with prior written, dated, and signed consent unless otherwise permitted by law.

This *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.

Transfer of Education Records

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

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

Requests for Education Records

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

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), inspect and review education records during regular district hours.

Provision for Hearing to Challenge Content of Education Records

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

- Parents shall make request for hearing in which the objections are specified in writing to the principal
- The principal shall establish a date and location for the hearing agreeable to both parties
- The hearings panel shall consist of the following:
 - The principal or designated representative
 - A member chosen by the parent
 - A disinterested, qualified third party appointed by the superintendent
 - 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. He/she 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 Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students

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

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

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

Appeals

Parents may appeal the identification process and/or placement of their student in the district’s TAG program by contacting the building principal.

Programs and Services

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

TRAFFIC SAFETY EDUCATION

Traffic safety education (Driver’s Ed) is provided outside the regular school schedule by LBCC. For information about times and locations of instruction, please contact LBCC directly.

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.

TRANSFER OF STUDENTS—SCHOOL BOUNDARY AREAS AND TRANSFERS

The Board believes that schools in the district offer a rich educational experience and that children have access to this through their boundary area school and district programs. The Board recognizes that some families may want to attend a school outside their boundary area. Families may utilize the transfer process set forth within the administrative regulations.

Student transfer requests for the following school year in September may be submitted for all schools for grades 1-12 beginning on the first day of school in November and must be received by the third Friday in January. For kindergarten programs student transfer requests for the following school year in September may be submitted beginning on the first day of school in February and must be received by the second Friday in March. These requests will be approved unless the enrollment capacity in a grade or at the school has been met.

The space available at elementary and K-8 schools is determined by a capacity number set for each school based on building size. At the secondary level, student populations must be balanced within a +/- seven percent of the average of the two schools, so transfers will be accepted until that number is reached.

Parents may request a transfer of their student to another school in the district in the event a district school is identified for school improvement, corrective action, or restructuring under the No Child Left Behind Act of 2001 (NCLBA).

Additionally, students who attend a school identified as persistently dangerous, or who are victims of a violent criminal offense occurring in or on the grounds of the school the student attends, must be allowed to transfer to a safe school in the district not identified for improvement.

TRANSPORTATION OF STUDENTS

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

Transportation Rules

A student being transported on district-provided transportation is required to comply with the student conduct rules and expectations of the transportation provider. Any student who fails to comply with either will be subject to disciplinary action and may be denied transportation services.

VEHICLES ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must hold a valid driver's license, the vehicle must be currently registered and the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

Parking on district property is a privilege and not a right. As a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.

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. The district assumes no liability for loss or damage to vehicles or bicycles.

VISITORS

Parents and other patrons are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. 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.

No individual may loiter in or near a school building or on the school grounds. Loitering means being present without legitimate reasons.

WELLNESS POLICY AND NUTRITION PROGRAM

The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.

To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program—including after-school meals and snacks, Summer Food Service Program, and Fruit and Vegetable Snack Program).



CORVALLIS SCHOOL DISTRICT 509J STUDENT NETWORK USE HANDBOOK

A. Educational Purpose

1. *The Network* has been established for a limited educational purpose. “Educational purpose” includes classroom activities, career development, and limited personal research.
2. *The Network* is not a public access service or a public forum. The Corvallis School District (district) has the right to place restrictions on the material you access or post through the system. You are expected to follow the rules set forth in the district student conduct regulations and the law using *the Network*.
3. You may not use *the Network* for commercial purposes. This means you may not offer, provide, or purchase products or services through *the Network*.
4. You may not use *the Network* for political lobbying. However, you may use the system to communicate with elected representatives and express your opinion on political issues.
5. Your use of the system will be governed by the student disciplinary code.

B. Network Services

1. Intranet Services
 - a. Services provided on the district’s Intranet (internal to the district) network are available to all students in the district. Intranet services are a fundamental part of the educational process.
 - b. Applications—“Applications” means software and programs. Some of the applications available to 509J students are: Microsoft Office, Hyperstudio, cc:Mail, Netscape, instructional programs, numerous research tools, and Inlex (an electronic card catalog and reservation system connecting school libraries).
 - c. File Sharing—Files may be shared between students and modified by those who have rights to the shared file. Students at different locations can work on group projects and evaluate work.
 - d. Personal Directory—Every student and staff member has a certain amount of disk space reserved on *the Network* to save files. Students can keep class work, portfolio samples, or a personal education plan in their directory.
 - e. Electronic Mail—E-mail is an electronic message that can be sent from a computer at any time. The recipient can read it at his or her convenience. This provides fast communication, without disrupting classroom activities. The same message can be sent to several people at once. Internal e-mail provides communications within the district. This provides another way for students to communicate with staff and each other. For example, a message could be sent to all students in choir, a group of committee members, all students at a site, or an electronic bulletin board system (BBS).
 - f. Conferencing—Conferences can range from informal “chat” to video conferencing. This allows for immediate communication among users logged into a network, regardless of their location. Conference can be used to involve more than one group of students in a discussion, allow district-wide involvement of students in an assembly, or hold a joint meeting of student groups representing different schools. Conference increases communication and interaction.
 - g. Web Services—This is similar to the Internet but is confined within the district’s network. Some of the features of the Internet could be available but without connecting to the outside world. Areas for student work samples, class information, activity schedules and so on would be accessible. Libraries and our Central Instructional Media Center will be accessible through our Intranet.

2. Internet Services

- a. The Internet is a global cooperative network of university, corporate, government, and private computers. The Internet: (1) Allows people on one computer to send messages to people on another; (2) Stores files that people might want to access; and (3) Allows people to connect to a remote computer to do things as if they were actually at that site. Student access to Internet services requires parental approval.
- b. Internet e-mail connects to the district's Intranet e-mail with e-mail systems on other networks. Students and staff can communicate with their peers in other districts, states, and countries. Students can communicate with an expert, such as an engineer, artist, business person, or scientist. It provides another way for parents to communicate with staff.
- c. Internet browser access—Students can access the Internet through a program called a browser. The two most common are Netscape and Internet Explorer. The Internet can provide relatively quick access to a large body of information with many research possibilities.
- d. Web Pages—A web page is a location on the Internet that provides information. Students can design and make school or personal web pages. A student web page might be used with the students' portfolio or as a class-related project. A school web page could provide information about the school. Examples include: mission statements, course catalog, information, and activity schedules.

C. Student Internet Access

1. Internet and e-mail accounts are authorized and issued by virtue of your status as a currently enrolled student in the district. It is only by **exception** that we will **deny** you an Internet or e-mail account. This means that you will **automatically** receive an Internet and e-mail account, and be held to the rules as stated in this handbook.
2. Your parent can withdraw approval at any time by filing out the Exceptions Denial Form and placing it on file at your school.

D. Unacceptable Uses

1. Personal Safety
 - a. You will not post personal contact information on the Internet about other people. You will use discretion in posting personal contact information about yourself. Personal contact information includes your address, telephone, etc.
 - b. You will not agree to meet with someone you have met through the Internet without your parent's approval.
 - c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
2. Illegal Activities
 - a. You will not attempt to gain unauthorized access to *the Network* or to any other computer system through *the Network* or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
 - b. You will not try to disrupt the computer system or destroy data by spreading computer viruses or any other means. These actions are illegal.
 - c. You will not use *the Network* to engage in any illegal act, such as arranging drug sales, purchasing of alcohol, engaging in criminal gang activity, or threatening a person's safety.
3. System Security
 - a. You are responsible for your individual account and should take reasonable precautions to prevent others from using it. You should not give your password to anyone.
 - b. You will immediately notify a teacher or the system administrator if you have found a possible security problem. However, do not go looking for a security problem, because it

- c. may be construed as an illegal attempt to gain access.
You will avoid inadvertently spreading computer viruses by following standard virus protection procedures when you download software.
- 4. Inappropriate Language
 - a. Restrictions against inappropriate language apply to material posted on Web pages and to all messages.
 - b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. You will not post information on *the Network* that could cause damage or a danger of disruption.
 - d. You will not engage in personal, prejudicial, or discriminatory attacks.
 - e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him/her messages, you must stop.
 - f. You will not knowingly or recklessly post false or defamatory information about a person or organization.
- 5. Respect for Privacy
 - a. You will not re-post a message sent to you privately without permission of the person who sent the message.
 - b. You will not post private information about another person.
- 6. Respecting Resource Limits
 - a. You will use the system only for educational purposes.
 - b. You will not download large files unless absolutely necessary. If necessary, you will download the file when the system is not heavily used and immediately remove the file from the system computer to your personal computer.
 - c. You will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
 - d. You will check your e-mail frequently and delete unwanted messages promptly.
- 7. Plagiarism and Copyright Infringement
 - a. You will not plagiarize works on *the Network*. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
 - b. You will respect the rights of copyright owners. Copy right infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.
- 8. Inappropriate Access to Material.
 - a. You will not use *the Network* to access material that is profane or obscene (pornography), advocates illegal or dangerous acts, or advocates violence or discrimination towards others (hate literature). An exception may be made if both your teacher and parent have approved the research.
 - b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another district employee. This will protect you against a claim that you have violated this policy.
 - c. Your parents should instruct you if there is material they think inappropriate for you to access. The district expects you will follow your parent’s instructions.

E. Your Rights

1. Free Speech
 - a. Your right to free speech, as set forth in the district student conduct regulations, applies to your communication on *the Network*. *The Network* is considered a limited forum, similar to the school newspaper. Therefore, the district may restrict your speech for educational reasons. The district will not restrict your speech because of the opinions you are expressing.
2. Search and Seizure
 - a. You should expect only limited privacy in your personal files on *the Network* and records of your on-line activity.
 - b. Routine maintenance and monitoring of *the Network* may lead to discovery that you may have violated this policy, district student conduct regulations, or the law.
 - c. A search will be conducted if there is reasonable suspicion that you have violated this policy, district student conduct regulations, or the law. The investigation will be reasonable and related to the suspected violation.
 - d. Your parents have the right to request to see the contents of your files.
3. Due Process
 - a. The district will cooperate with local, state, or federal officials in any investigation of illegal activities conducted through *the Network*.
 - b. If there is a claim that you have violated this policy or the district student conduct regulations when using *the Network*, you will be given notice and opportunity to be heard as set forth in the district student conduct regulations.
 - c. If the violation also involves a violation of other provisions of the district student conduct regulations, it will be handled as described in the district student conduct regulations. Additional restrictions may be placed on your use of your Internet account.

F. Limitation of Liability

1. The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you may suffer, including but not limited to data loss or service interruption. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.



**CORVALLIS SCHOOL DISTRICT 509J
STUDENT INTERNET ACCOUNT AGREEMENT
AND EXCEPTIONS DENIAL FORM**

Parent or Guardian,

Please read this information carefully. Do not return this form unless you wish to deny your child access to the Internet and E-mail at school. You are strongly encouraged to read the district's Student Network Use Handbook. (You must supervise your child's use of the system if your child is accessing the system from home.)

Internet and E-mail accounts are authorized and issued by virtue of your child's status as a currently enrolled student in the district. It is only by exception that we will deny your child an Internet or E-mail account. This means that your child will automatically receive an Internet and E-mail account, and be held to the rules of use as stated in the district's Student Network Use Handbook.

By virtue of your child's enrollment, you hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from your child's use of, or inability to use, the district's system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. Please be advised you can be held liable for damages caused by your child's intentional misuse of the system.

Please instruct your child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the district Acceptable Use Policy. Please emphasize to your child the importance of following the rules for personal safety.

DO NOT SIGN AND RETURN THIS FORM UNLESS you do not wish your child to have access to the Internet or E-mail, or you do not agree with the agreements as outlined above and in the Student Network Use Handbook.

It is recommended that you mail this form to your child's school office.

I **DENY** permission to issue my child a network account including the following services:

- An Internet account (allows information searching and file transfer)
- A personal Internet E-mail account (allows the sending and receiving of electronic mail)
- A personal Internet web page account (allows the posting of information to a web page)

Student Name (last, first) _____ **Grade** _____

School _____

Parent Signature _____ **Date** _____

Parent Name _____ **Phone** _____

Home Address _____ **E-Mail** _____

BOARD POLICIES & ADMINISTRATIVE REGULATIONS

AC	Nondiscrimination
AC-AR	Discrimination Complaint Procedure
ECAB	Vandalism/Malicious Mischief/Theft
EE/EEA	Student Transportation Services
EEACC	Student Conduct on School Buses
EFA	Local Wellness/Nutrition
EFA-AR	Local Wellness/Nutrition
IGAEA	HIV, AIDS, HBV, and HCV Disease Prevention
IGBAL	Special Education—Services for Home-School Students with Disabilities
IGBBA	Identification of Talented and Gifted Children
IGBBA-AR	Appeals Procedure for Talented and Gifted Identification and Placement
IGBC	Title I/Parental Involvement
IGBHA	Alternative Education Programs
IGBHC	Alternative Education Notification
IGBHD	Program Exemptions
IGBHE	Expanded Options Program
IGBHE-AR(1)	Expanded Options Program
IGBI	Second Language
II/IIA	Instructional Resources/Instructional Materials
II/IIA-AR	Instructional Resources/Instructional Materials
IIBGA	Electronic Communications System
IIGBA-AR	Electronic Communications System
IKAD	Grade Reduction/Credit Denial
IKF	High School Graduation Requirements
INDB	Flag Displays and Salutes
JB	Equal Education Opportunity
JBA/GBN	Sexual Harassment
JBA/GBN-AR	Sexual Harassment Complaint Procedure
JC	School Boundary Areas and Transfers
JC-AR	School Attendance Areas/Transfers
JEA	Compulsory Attendance
JEA-AR	Compulsory Attendance and Citations
JECBD	Homeless Students
JECBD-AR	Homeless Students
JEDA	Truancy
JF/JFA	Student Rights and Responsibilities
JFC	Student Conduct and Discipline
JFCA	Student Dress and Grooming
JFCEB	Personal Electronic Devices
JFCEB-AR	Personal Electronic Devices
JFCF/GBNA	Hazing/Harassment/Intimidation/Bullying/Menacing

BOARD POLICIES & ADMINISTRATIVE REGULATIONS

JFCF/GBNA-AR	Hazing/Harassment/Intimidation/Bullying/Menacing
JFCFA/GBNAA	Cyberbullying
JFCG/GBK/KGC	Tobacco-Free Environment
JFCH	Use of Tobacco, Alcohol, or Drugs
JFCJ	Weapons in the School
JFCM	Violence and Threats of Violence
JFCM-AR	Violence and Threats of Violence
JFG	Student Searches
JFG-AR	Student Searches
JFH	Student Complaints
JFH-AR	Student Grievance Form
JGD	Suspension
JGDA/JGEA	Discipline of Disabled Students
JGDA/JGEA-AR	Special Education—Discipline
JGE	Expulsion
JGEAA	Alternative Education Programs
JHCC	Communicable Diseases
JHCC-AR	Procedures for Dealing with Students Having HIV, AIDS, or HBV
JHFC	Student Bicycle Use
JHFD	Student Vehicle Use
JHFDA	Suspension of Driving Privileges
JHFE	Reporting of Suspected Child Abuse
JHFE-AR	Reporting of Suspected Child Abuse
JN	Student Fees, Fines, and Charges
JO	Education Records
JO-AR	Education Records Management
JOA	Directory Information
JOB	Personally Identifiable Information
JOD	Media Access to Students
KAB	Parental Rights
KAB-AR	Parental Rights
KL	Public Complaints
KL-AR	Public Complaints Procedure
KN	Relations with Law Enforcement Agencies