



# **CORVALLIS SCHOOL DISTRICT**

## 2021-22 Student Parent Handbook

*Updated December 20, 2021*

Every student graduates • Every student shows growth • Close the opportunity gap



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# Welcome to the Corvallis School District!

Welcome to the 2021-22 school year! Our commitment is to provide opportunities for students to learn, grow, and thrive. Our priorities include helping every student make academic progress, closing the opportunity gap for students who face barriers to learning, and a successful pathway to graduation.



This will be a year of recovery following the COVID-19 pandemic. We will follow a full return to school and will be guided by the Oregon Department of Education's Resiliency Framework for health and safety recommendations. The majority of health and safety protocols, including face coverings and physical distancing are advisory, meaning our school district will have the option to implement, as appropriate. This allows flexibility for school districts to design a return to school plans that best meet the needs of our community. As we continue to work together towards resumption of learning, it's important to keep your child home if they are ill and report any COVID symptoms to a school district nurse. We are excited to have students return to classrooms this year.



We are proud of the fact that Corvallis High and Crescent Valley High were again recognized as top high schools in the 2020 US News and World Report 2021 rankings. With rigorous and engaging instruction, technology equipped classrooms and data-driven instructional interventions, we provide personalized learning for students with a wide range of abilities and learning styles.

The foundation of success for our school district is built on our five core values.

- > Relationships build a community of trust and respect
- > Inclusive learning environments are culturally relevant
- > Real-world, experiential learning is meaningful and applied
- > Community connections support learning
- > Adaptability is critical to our success

We are committed to equitable access to an inclusive and rigorous learning experience and outcome that honors each student's race, culture, socioeconomic status, language, ability, gender, gender expression, and sexual orientation, resulting in engaged citizens and leaders of the future.

We look forward to building a strong school and home partnership with you and hope your student has a great start to the school year.

A handwritten signature in black ink, which appears to read "Ryan Noss".

**Ryan Noss**  
*Superintendent*

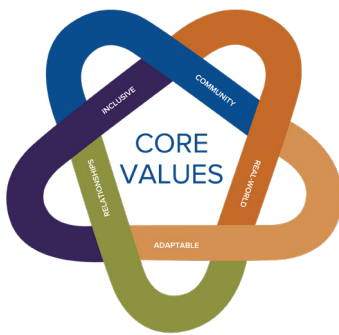
## Our Vision

We are committed to equitable access to an inclusive and rigorous learning experience and outcome that honors each student's race, culture, socioeconomic status, language, ability, gender and sexual orientation, resulting in engaged citizens and leaders of the future.

## Every Student Graduates

Our district is committed to building relationships of trust and respect, providing inclusive learning environments that are culturally relevant, and igniting student engagement through real-world, experiential learning.

We are proud of our tradition of excellence. Our caring and professional staff help all students gain a solid educational foundation, develop confidence in their ability to learn and grow, and provide them with the critical skills needed in a rapidly changing world. Corvallis School District (CSD) provides a full range of educational services to more than 6,900 students in grades K-12. Our schools are increasingly diverse and our staff work diligently to meet the needs of our students across a wide spectrum of learning styles, abilities, and cultural differences.



**Community connections** offer a rich range of opportunities

**Inclusive schools** exhibit vibrant learning cultures that celebrate diversity

**Real-world learning** ignites curiosity and imagination

**Adaptable** educational programs and facilities are critical to our success

**Relationships** built on collaboration and trust nurture strong communities

## Fiscally Responsible

Our commitment to students is reflected in a comprehensive budget plan that reflects the vision and goals of the district and directs resources where needed most to create new possibilities, with a focus on equity, for our students and community. Using a collaborative process in developing the district's budget, our intent is to establish and nurture a district-wide culture that prioritizes the smart and strategic use of resources in order to improve outcomes for all students.

We value our community's investment in our schools and are committed to transparency in our financial reporting. Learn more on about [CSD Financial Services on the district website](#).

## Capital Improvements and Planning

We are fortunate to live in a community that places such a high value on education. In 2018, Corvallis voters supported our students through the passage of a \$199 million bond to replace Lincoln and Husky Elementary Schools and to complete major renovations and critical repairs throughout our district. Follow this work and all bond projects on the district website to learn what's happening at your student's school. Visit [bit.ly/CSDBond](http://bit.ly/CSDBond) to learn more.

## Corvallis School Board

The board typically meets on the second and fourth Thursday of each month. Regular meetings are held in the evening at the District Administration Building, 1555 SW 35th Street, Corvallis, Oregon, in the board room, unless otherwise noted. Board meetings are open to the public and provide an opportunity for public input. Agendas for Board meetings are posted on the district website.



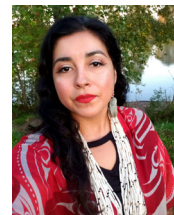
Sami Al-Abdrabbuh  
*Chair, Position #1*



Tina Baker  
*Position #2*



Terese Jones  
*Position #3*



Luhui Whitebear  
*Position #4*



Shauna Tominey  
*Position #5*



Vincent Adams  
*Position #6*



Sarah Finger McDonald  
*Vice Chair, Position #7*

## Board Policies and Administrative Regulations

Our district is governed by a set of Policies adopted by the Board of Directors, and Administrative Regulations (ARs), which serve to implement Board Policies. This handbook is intended to provide and summarize information of general interest to students and their families. For more detailed information, please refer to the specific Policies and ARs listed throughout this handbook, which can be found on our website.

## Notice of Nondiscrimination

The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups.

The Corvallis School District is committed to racial educational equity by recognizing and dismantling institutional barriers and creating access and opportunities that benefit each student. We expect all staff to be a part of, be responsible for and accountable to this equity work for the learning and achievement of all students and for building a culture that supports and reinforces inclusion and connectedness.

We are an equal opportunity employer and strive to build balanced teams from all backgrounds. We encourage candidates with work and/or lived experience with culturally, linguistically and racially diverse backgrounds to apply.

Report bullying, harassment or intimidation at your school. The Harassment, Intimidation and Bullying Compliance Officer is [Melissa Harder](#), Assistant Superintendent. The [Title IX](#) Compliance Officer is [Jennifer Duvall](#), Human Resources Director.

The following persons have been designated to handle inquiries regarding discrimination:

Jennifer Duvall, *Human Resources Director and [Title IX](#) Coordinator*:

[jennifer.duvall@corvallis.k12.or.us](mailto:jennifer.duvall@corvallis.k12.or.us), 541-757-5840

Melissa Harder, *Assistant Superintendent and Title II Coordinator*:

[melissa.harder@corvallis.k12.or.us](mailto:melissa.harder@corvallis.k12.or.us)

Sabrina Wood, *Special Education and 504 Coordinator*:

[sabrina.wood@corvallis.k12.or.us](mailto:sabrina.wood@corvallis.k12.or.us)

Shawn Bernard, *Assistant Special Education and ADA Coordinator*:

[shawn.bernard@corvallis.k12.or.us](mailto:shawn.bernard@corvallis.k12.or.us)



# Starting School

## General Enrollment Information

To enroll, students or their parent/guardian are asked to complete enrollment forms and provide proof of age, parent/legal guardian names, addresses, proof of immunization or exemption; and emergency contact information. [Board Policy JEC](#)

Each spring, currently enrolled students are automatically enrolled for the following school year, with the exception of transfer students who have been admitted under the approval process described later in this handbook.

## Kindergarten Enrollment

Children attending kindergarten for the first time must be 5 years of age on or before September 15 of the school year for which they are registering. Families are asked to enroll their student at their neighborhood school. [Board Policy JC](#)

CSD offers free full-day kindergarten at all of its elementary schools. To enroll, please bring the items outlined in General Enrollment Information above. [Board Policy JEBA](#)

## Immunizations

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

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. Parents/guardians will be notified of the reason for this exclusion. A hearing will be afforded upon request. [Board Policy JHCA/JHCB](#)

## Students Navigating Homelessness

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

Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents/guardians of students in homeless situations or assistance in accessing transportation services, contact the district's liaison for homeless students in the Teaching and Learning Department at the district office. [Board Policy JECBD](#)

## School Supplies

All general classroom supplies (e.g. pencils, paper, glue, crayons) have been funded by our district and purchased in bulk. School supplies are NOT required to be purchased. Individual schools provide a short personal supply list for items such as a backpack and reusable water bottle. Contact the school office for confidential assistance.

## School Schedules

For the 2021-22 school year, students have the option to attend school in person at their neighborhood boundary school OR fully virtual through Corvallis Online.

School hours vary depending on grade level:

**Grades K-5** 8:05 am – 2:30 pm (Early release on Fridays at 1:30 pm)

**Franklin K-5** 8:00 am – 2:30 pm (Early release on Fridays at 1:30 pm)

**Grades 6-8** 9:00 am – 3:40 pm (Early release on Fridays 2:40 pm)

**Franklin 6-8** 8:00 am – 2:40 pm (Early release on Fridays at 1:40 pm)

**Grades 9-12** 8:00 am – 3:05 pm (classes follow an odd/even schedule)

The school district calendar is designed to meet the instructional hour requirements set by the Oregon legislature. Calendars are reviewed and approved by the school board.

Emergency make up days are built into the schedule in the event of missed days due to weather or other closures.

## Early Release Fridays

Each Friday, elementary and middle school students are released 1 hour early to allow for teacher collaboration and training designed to improve student learning outcomes. On Fridays, school will release at 1:30 pm for elementary schools; 2:40 pm for middle schools; and 1:40 pm for Franklin K-8 school.

Meeting weekly allows teachers and school leaders time for collaboration and planning. When teachers discuss and share teaching methods, cooperatively design teaching materials, and work together to identify learning barriers for students, our schools make significant improvements.

## Holidays and Breaks

**November 11, 2021** Veterans Day

**November 24 – 26, 2021** Thanksgiving Break

**December 20, 2021 – December 31, 2022** Winter Break

**January 17, 2022** Martin Luther King Jr. Day

**February 21, 2022** Presidents Day

**March 21 – 25, 2022** Spring Break

**May 30, 2022** Memorial Day

**June 10, 2022** High School Graduation

**June 17, 2022** Last Day of School (if June 20-24 weather make up days are not used)



## Student Transportation

Bus service to/from school is provided for students living one mile or more from their elementary boundary school and 1.5 miles from their boundary middle or high school. Bus services are provided by STA (Student Transportation of America). If you have a concern about a late bus arrival time or have questions about your student's bus stop, contact STA at 541-275-1079. [Board Policy EEA](#)

Registration is required if you wish to have your student ride the bus. Students on district-provided transportation are required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action. Bus routes are reviewed annually and available on the district website.

## School Meals

The district is committed to the optimal development of every student and believes that a positive, safe, and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success. Students' religious, ethnic, and cultural diversity will be considered a key element for all aspects of implementation of this policy. [Board Policy EFA](#)

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).

**UPDATE:** This school year, Corvallis School District Nutrition Services will be providing school breakfast and **lunch free of charge to ALL students**, regardless of income. Students must take a complete breakfast and lunch. Meal items less than the required complete meal are considered ala-carte and are available for \$0.60.

### Online Meal Payments

Families can deposit funds online to their student's school meal account electronically at <https://family.titank12.com>. Once registered with the Titan Family Portal, parents/guardians can manage their student's meal accounts, make online payments, and apply for free/reduced school meals.

### Free and Reduced Price Meals

A new application must be completed each year, and only forms for the current year are accepted.

**UPDATE:** This school year, a Free & Reduced application is not required in order to receive a school meal at no charge. However, you may still want to apply in order to be eligible for other school and community benefits and discounts that are available only when you qualify

for Federal Free or Reduced Price meal benefits. Students qualifying under the Oregon Expanded Income Guidelines (OR EIG) are not eligible for any additional discounts or benefits.

Applications are available on the district website (starting July 1 of the new school year) or at your student's school office. Applications are accepted at any time during the school year.

Additional information about our meal program, including monthly menus can be found on the district website or by calling the Food & Nutrition Services Department at 541-757-5859.

## **Charge Policy**

No student will be denied a complete "reimbursable" breakfast or lunch. No charging of ala-carte or second meals will be allowed. Milk only is not a complete meal and is not free for students approved for Free & Reduced Meals. Additional information can be found on the district website or by calling the Food & Nutrition Services Department at 541-757-5859.

## Visitors and Volunteers

Parents/guardians and other patrons are encouraged to visit district schools. All visitors must check-in at the school office.

Upon entering school property, the building administrator will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the building administrator. No individual may loiter in or near a school building or on the school grounds. Loitering means being present without legitimate reasons.

If you are interested in volunteering in our school district, we encourage you to contact the school of your choice to see what opportunities are available. To learn more about individual school activities, please contact individual schools. All volunteers must complete an application before volunteering. Volunteer applicants must have a background check cleared before they can volunteer. Please allow two weeks for notification that your application has been approved. [Board Policy IICC](#)

## Corvallis Public Schools Foundation

The Foundation is a 501(c)3 non-profit that was established in 1996 to support Corvallis schools through private fundraising efforts. Donations support student success through summer programs, tutoring, real-world learning, and learning enrichment grants throughout the district. To learn more, please visit the Foundation's website at [www.cpsfoundation.org](http://www.cpsfoundation.org).

## Translation and Interpretation

Our schools communicate information to parents/guardians in a language they can understand about any program, service, or activity. Please call the district office for more information at 541-757-5811.

## Contact Information

### **District Administration Building**

1555 SW 35th Street  
541-757-5811

### **Adams Elementary**

1615 SW 35th Street  
541-757-5938

### **Garfield Elementary**

1205 NW Garfield Avenue  
541-757-5941

### **Husky Elementary**

3838 NW Walnut Blvd.  
541-757-5958

### **Jaguar Elementary**

1825 NW 27th Street  
541-757-5951

### **Lincoln Elementary**

110 SE Alexander Avenue  
541-757-5955

### **Mt. View Elementary**

340 NE Granger Avenue  
541-766-4760

### **Wildcat Elementary**

2701 NW Satinwood Street  
541-757-5987

### **Franklin K-8 School**

750 NW 18th Street  
541-757-5747

### **Cheldelin Middle School**

987 NE Conifer Blvd.  
541-757-5971

### **Linus Pauling Middle School**

1111 Cleveland Avenue  
541-757-5961

### **Corvallis High School**

1400 NW Buchanan Avenue  
541-757-5871

### **Crescent Valley High School**

4444 NW Highland Drive  
541-757-5801

### **Harding Center**

College Hill/Urban Farm  
510 NW 31st Street  
541-757-5945

### **Corvallis Online**

1555 SW 35th Street  
541-757-3979

# School Safety

## Emergency Drills

Instruction on fire, earthquake, safety threats, and drills for students and staff is conducted for at least 30 minutes each school month. At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes and two drills for school safety threats will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, secure, shelter in place, evacuation, and other actions to take when there is a threat to safety.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion. [Board Policy EBCB](#)

Our district uses a Standard Response Protocol (SRP) for safety. The SRP includes the following actions: secure, lockdown, evacuate, shelter, and hold.

- Secure – “Secure, Get inside. Lock outside doors,” students are brought inside, windows and doors are locked, no outside activities, business as usual inside the building, and increased situational awareness until all clear.
- Lockdown – “Lockdown, Locks, Lights, Out of Sight” when a threat or hazard is inside the school building, maintain silence, and wait for First Responders to open locked doors.
- Evacuate – “Evacuate to the (Announced Location),” move students to another location within the school or outside the school to evacuation location.
- Shelter – “Shelter for (Hazard using a Safety Strategy),” conditions outside are unsafe due to weather or other hazards and personal protection is necessary.
- Hold – “Hold, In your Classroom” when the hallways need to be cleared. For example, if a student or staff experience a medical emergency while at school, a hold would be called to allow emergency personnel to respond.

If you have questions or concerns about safety drills or practices, please contact your student’s school principal.

## Emergency Medical Treatment

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

## Safety and School Closure Notifications

The district's mass notification automated calling system (School Messenger) is used for school closures, emergencies, and safety alerts. This method of contacting families relies on up-to-date phone numbers.

- The first two parents/guardians listed as contacts for each student will be notified at the phone number or email provided at registration.
- In the event of early morning school cancellation due to inclement weather, calls to home phone numbers will begin at 6 am.
- If you wish to opt-out one of the parent/guardians from phone notifications, please contact your student's school.

## SafeOregon

SafeOregon is a statewide school safety tip line for students to use to report school safety threats. If you know of someone who is in immediate danger, dial 911.

For non-emergency safety concerns, submit a tip in one of the following ways:

- **Email:** [tip@safeoregon.com](mailto:tip@safeoregon.com)
- **Phone or text:** 844-472-3367
- **Mobile App:** get it on iTunes or Google Play
- **Submit a form online at:** <https://app.safeoregon.com/>

All personal information is optional and confidential and all tips go immediately to a tip line technician 24 hours a day, every day of the year. Tips are analyzed and forwarded to designated school staff who can help resolve reported incidents.

# Instruction

## Recognizing Student Achievement

It has been our tradition to recognize students for their academic achievement with the Valedictorian and Salutatorian honors. This practice will continue for the classes of 2022, 2023, and 2024. Graduating seniors who want to be recognized as Valedictorians or Salutatorians need to complete the following requirements:

- *Valedictorian* candidates must comprise the highest clearly discernible grouping based on cumulative grade point average (GPA.)
- *Salutatorian* candidates must comprise the second-highest clearly discernible grouping based on cumulative grade point average (GPA.)

In addition to GPA requirements, Valedictorian and Salutatorian candidates must meet the following criteria:

- Attend CHS or CVHS for at least one year
- Complete Career Requirements by April 1
- Take no repeat courses to improve course grade
- Have no major disciplinary infractions in the junior or senior year
- Earn 5 credits in their senior year
- Complete the following subject-area requirements: English, math, science, social studies, or world language. *Must be earned through in-person class or Corvallis Online Apex courses.*
- Earn at least 8 credits in Honors or AP courses
- Earn A-F letter grades in all core classes (ELA, Science, Social Studies, Math, World Language) and have no "NG", "NP" or "I" on transcript. *\*P grades awarded in Spring of 2020 will have no impact on Valedictorian or Salutatorian eligibility.*
- Earn all Oregon University System (OUS) subject area entrance requirements through high school coursework

### **Starting with the Class of 2025 (this year's 9th grade class)**

Recognition at graduation will change and the valedictorian and salutatorian awards will sunset. Students will be recognized in the areas of academic achievement, bicultural literacy, performing and visual arts, athletics, leadership, and community involvement. This change aligns with the district's [Core Values](#) and will allow students who excel in a variety of areas to be recognized at graduation ceremonies.

## Special Education

A continuum of services and options have been developed to meet the unique educational needs of students with disabilities. Special education is specifically designed for students whose needs cannot be met without accommodation and/or modification of the regular instructional program. If you are concerned about your student having difficulty learning in the same way as their peers, talk with the teacher or your school principal. Teachers and



school professionals are responsible for initiating a conversation with parents/guardians to decide what kind of extra support is needed. [Board Policy IGBAJ](#)

## Special Programs

### **Emergent Bilingual Services**

Students may qualify for English language services as emergent bilinguals, if they are identified by an assessment as having limited English proficiency. A student or parent/guardian with questions about these programs should contact the building administrator or Emergent Bilingual coordinator at 541-757-5807.

Based on the needs of individual students, services may include:

#### **Instruction in English Language Development**

Direct English language instruction provides students with the academic language needed to be successful in school. Academic content vocabulary and reading, writing, listening, and speaking are the areas that are addressed in these classes.

#### **Sheltered Instruction**

Regular mainstreamed classes in which a specially trained teacher employs specific teaching approaches and strategies that aid and support the English language learner's comprehension of content and language development. These classes are based on grade level content standards.

#### **Dual Language Program**

Dual Language Programs integrate emergent bilinguals and English speaking children in classroom settings with a goal of full bilingual proficiency, and academic achievement for both groups of students. All students are taught literacy and academic content in English and Spanish. The dual language programs in Spanish are at Garfield Elementary School, Lincoln Elementary School, Linus Pauling Middle School and Corvallis High School.

### **Title I Services**

Some of the schools in our district provide special services for disadvantaged learners under Title I. Parents/guardians 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.

[Board Policy IGBC](#)

### **Talented & Gifted Program**

The district identifies and serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted, and students with disabilities. [Board Policy IGBB](#) and [Board Policy IGBBA](#)

## 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 building administrator by the parent/guardian in writing and include the reason for the request.

On written application of parents/guardians, students may be excused from planned instruction. An alternative program or learning activity will be provided to the excused student. [Board Policy IGBHD](#)

## Alternative Education Programs

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

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

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

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

- College Hill alternative high school program
- Urban Farm program
- GED program
- Credit recovery at high schools
- Tutorial instruction
- Online courses approved by the district
- Academic support and study skills
- Summer school
- Independent study
- LBCC Expanded Options Program
- Others as approved by the district

Parents/guardians may request additional in-district alternative education programs by submitting written requests to the building administrator. [Board Policy IGBHA](#)

## **Non-District Alternative Education Programs**

- Instructional activities provided by other accredited institutions
- Community Service Consortium
- 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 non-district 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/guardian 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.

## **Establishment of Alternative Education Programs**

Proposals from parents/guardians 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 administrator or district office for additional information on submitting proposals, the evaluation, and approval process. Individual notification to students and parents/guardians regarding the availability of alternative education programs will be provided when one of the above conditions exists. [Board Policy IGBHB](#)

# Responsible Use of Technology

## **Instructional Technology**

Instructional Technology provides students with digital tools to support their learning. These tools support critical thinking, communication, collaboration, and creativity within the learning process, and offer access to a diverse range of learning resources.

## **Online Systems for Education**

The Corvallis School District will provide all students with a Google Workspace for Education (GWE) account. The GWE platform supports learning with tools for communication, collaboration, and student work, including email, document creation tools, calendars, and collaboration tools, all within a safe and secure platform. The service includes an agreement between Google and the Corvallis School District which ensures that student accounts are protected and not marketed for commercial purposes.

The Corvallis School District also provides access to a range of online learning systems to support learning across the curriculum. Online systems provide access to learning content and engagement. Each system includes agreements with the district to ensure student data privacy, and safety.

Our online learning systems are available anywhere with Internet access. School staff monitor student use of devices and online systems when students are at school. Families are responsible for monitoring their child's use of devices and online systems when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority.

The Corvallis School District reserves the right to immediately suspend any user account suspected of inappropriate use.

## **Devices for Student Learning**

The Corvallis School District provides a mobile device (iPad, Chromebook, laptop, etc.) for every student. The devices support the learning process through access to digital learning resources, both at school and at home. The Technology Services Department actively manages all devices to ensure an effective, safe and secure learning environment. In the event a device is accidentally damaged (e.g., cracked screen, broken switches or buttons, lost charging brick/cord, damaged protective case), lost or stolen, the device will be repaired or replaced by the district at no cost to the family. If the device is stolen off-campus, a police report must be filed within 24 hours with a copy provided to the school.

In the event the equipment needs repair or replacement, it must be turned in to the school or the district's Technology Department. Families should not take district devices to a third-party source for repair. This includes the device and any peripherals, including chargers, power cords, and cases.

If a family leaves the Corvallis School District, but does not return the device and its peripheral equipment, they will be charged the full replacement costs, and standard rules for the restriction of records and transcripts would apply. Law enforcement and/or collection agencies may be involved for the purpose of recovering district property and/or charges.



# Rights & Responsibilities

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# General Policies

## Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and by developing a management plan for the control of this substance. The management plan is available for public inspection in the district office. The Facilities and Transportation Department director serves as the district's asbestos program manager and may be reached at 541-757-5877 for additional information. [Board Policy EC](#)

## Assessment Program

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

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student, which can be found on the [district website](#). The district shall provide supervised study time for students who are excused from participating in the assessment. [Board Policy IL](#)

## 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 building administrator. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law.

### **Distribution of Community Information**

Requests by individuals or groups to distribute announcements, pamphlets, flyers, brochures, and other similar materials to students or staff for non-school sponsored organizations shall be submitted electronically to the Superintendent or designee. Materials will be reviewed and approved through an online process.

Those communications from public agencies or other organizations that include information of education concern or interest or benefit to youth and family, such as community events, classes, sports and recreation, and other opportunities may be allowed.

- Material must be appropriate based on the age, grade level, or maturity of the reading audience and contain information that is factual.

- Material may not be defamatory; must be free of racial, ethnic, religious, sexual bias, or gender bias; and not contain advertising that violates public school laws, rules, or policy.
- Material must be easily readable for the intended audience and include contact name and telephone number, and email address (optional).
- Material must contain disclaimer information that states: "The Corvallis School District does not necessarily sponsor this organization or its activities. The district assumes no liability for its contents or events arising out of this distribution."
- Materials for fundraising events not related to the Corvallis School District and conducted by an outside organization will not be distributed electronically.

[Board Policy KJA](#)

## Fees, Fines, and Charges

While 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 extracurricular school activities that are not sufficiently funded by the district. All student fees and charges will be provided by your student's school in written form and distributed to each student.

No student will be denied participation in extracurricular activities if the student or parent or guardian of the student is unable to pay a fee. However, no student is exempt from charges for lost or damaged books, locks, materials, supplies, and equipment. In accordance with the law and with Board policy, certain restrictions and/or penalties may be imposed until such fees, fines, or charges are paid. [Board Policy JN](#)

## 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 10 calendar days of receipt of the district's notice, the amount will become a debt owed. In accordance with the law and with Board policy, certain restrictions and/or penalties may be imposed.

[Board Policy ECAB](#)

## Graduation Requirements

The Board establishes graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma, and an alternative certificate, which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if the student is 18 years of age or older or emancipated. [Board Policy IKF](#)

# Health Education: Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction

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

Students or parents/guardians with questions about the district's AIDS, HIV, HBV, and HCV health education program should contact the Assistant Superintendent. [Board Policy IGA1](#)

## Parental Rights

The Board recognizes the importance of promoting parental input in decision making related to student health and general well-being, in determining district and student needs for educational services, in program development, and district operations. The district affirms the right of parents/guardians, upon request, to inspect the following: surveys created by third parties, instructional materials used by the district as part of the educational curriculum, or any instrument used in the collection of personal information from students.

As provided by law, parents/guardians of district students will also, upon request, be permitted to excuse their student from "covered activities" as defined by ESSA. The rights provided to parents/guardians, transfer to the student when the student turns 18 years old, or is an emancipated minor under applicable state law. [Board Policy KAB](#)

## Student Transfers

The Board believes that schools in the district offer a rich educational experience and that students 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.

Parents/guardians may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous or the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information. [Board Policy JECBB](#)

## Neighborhood Boundaries

Students residing within the Corvallis School District boundary should enroll at the school in their assigned attendance area, which is based on a student's home address or the address of their parents or legal guardian.

Franklin K-8 has no geographic enrollment boundary. Students may request a transfer from their neighborhood boundary school to enroll at Franklin. Home-to-school student transportation is not provided.

Garfield and Lincoln Elementary are Dual Language Immersion schools. Students enrolling in a DLI elementary school, at grade 2 or higher, must demonstrate grade level proficiency in Spanish as a prerequisite to enrollment. Wildcat and Adams Elementary are the designated partner schools for Garfield and Lincoln for students in grade 2 or higher who do not demonstrate grade-level proficiency in Spanish. [Board Policy JC](#)

## 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 building administrator by the parent/guardian in writing and include the reason for the request.

On written application of parents/guardians, students may be excused from planned instruction. An alternative program or learning activity will be provided to the excused student. [Board Policy IGBHD](#)

## Student Education Records

The information contained below shall serve as the district's annual notice to parents/guardians 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. [Board Policy IGBAB/JO](#)

### **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), may inspect and review education records during regular district hours.

Education records are those records related to a student maintained by the district in a manner that conforms to state and federal laws and regulations. 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 except to other school officials, including teachers, within the district who have a legitimate educational interest.

### **Board Policy JOB**

Education records are maintained in a minimum one-hour fire-safe place in the office by the building administrator. 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 achievement of state standards, and must include a student's Oregon State Assessment results
- Credits earned
- Attendance
- Date of withdrawal from school
- 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.

Parents of all students and adult students currently in attendance have the right to:

- Inspect and review the student's records.
- Request amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the student educational record rules authorize disclosure without consent.
- File with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act.
- Obtain a copy of the district's education records policy.

### **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 building administrator.
- The building administrator shall establish a date and location for the hearing agreeable to both parties.
- The hearings panel shall consist of the following:
  - The building administrator or designated representative
  - A member chosen by the eligible student or student's parent(s); and
  - 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. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the 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.

[Administrative Regulation IGBAB/JO-AR](#)

## **Requests for Education Records**

The district shall, within 10 days of a student seeking initial enrollment 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.

## **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any Education Service District (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.



## Students Transferring from Other Districts

Oregon law allows students to transfer between districts. The School Board establishes the number of student transfer requests into the district annually. An application for admission must be submitted through the assistant superintendent's office and approved by the superintendent or designee. Students receiving consent for admission may remain in the district until they finish the highest grade level in their current school. A new application for admission consideration must be submitted through the assistant superintendent's office when the student moves from elementary to middle and middle to high school. [Board Policy JECB](#)

## Student Searches

District officials may search the student, the student's personal property and property assigned by the district for the student's use at any time on district property, or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials, and/or others at the school. Searches will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction.

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 that 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. [Board Policy JFG](#)

## Questioning

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

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

[Board Policy KN](#)

# Students with Special Needs

## Child Find

The Corvallis School District is responsible to locate, evaluate, and serve children with special needs from birth through 21 years of age. If the district suspects that a student has a disability, the district obtains parental consent for initial evaluation and conducts an initial evaluation and determines the student's eligibility to receive special education and related services.

If the student is eligible, the district will notify the parent and offer an opportunity for an IEP meeting to consider initiation of special education and related services to the student with a disability. If the parent declines, the district will give notice to the parent that the District will be available to conduct an evaluation when the parent gives consent or makes the student available. [Board Policy IGBA](#)

## Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the building administrator. [Board Policy IGBAJ](#)

## 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 nondiscrimination 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 building administrator and ask for assistance. [Board Policy IGBAH](#)

## 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. [Board Policy IGBAF](#)

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.

## Tobacco-Free Environment

The Board recognizes its responsibility to promote the health, welfare, and safety of students, staff, and others on district property and at school-sponsored activities. The Board wishes to establish a school and working environment that is free of smoke, aerosols, and vapors containing inhalants. Student possession, use, distribution, or sale of tobacco or tobacco products, or inhalant delivery systems, including any smoking or use of an inhalant delivery device, on district property, at school-sponsored activities on or off district property, in district-owned, rented, or leased vehicles, on all district grounds, including parking lots or otherwise while the student is under the jurisdiction of the school, is prohibited.

Tobacco use, distribution, or sale by others on district property, in district vehicles, or at district-sponsored activities on or off district property is also prohibited. Staff and/or all others authorized to use private vehicles to transport district students to school-sponsored activities are prohibited from using tobacco in those vehicles while students are under their care.

For the purposes of this policy, "tobacco products" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, or snuff, in any form. This does not include USFDA approved tobacco products or other therapy products used for the purpose of cessation. [Board Policy JFCH](#) and [Board Policy KGC/GBK](#)

## Video Cameras on Transportation Vehicles

As a part of the district's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, video cameras may be used on any school vehicles transporting students to and from curricular and extracurricular activities. [Board Policy EEACCA](#)

# Student Behavior and Conduct

## Preface

The material covered within this Student Parent Handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available at the district office and the district website.

Any information contained in this Student Parent Handbook is subject to unilateral revision or elimination from time to time without notice.

## Attendance and Absences

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend school full time during the entire school term unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. All students age five who have been enrolled in a public school are required to attend regularly. Regular attendance shall mean attendance that does not include more than eight unexcused one-half day absences or the equivalent in any four-week period in which school is in session.

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.

### [Board Policy JEA](#)

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

- The Superintendent or designee has the authority to enforce the provisions of compulsory attendance laws.
- Failure to send the student to school and to maintain the student in regular attendance is a Class C violation.
- A citation for violation of compulsory attendance laws may be issued by the Superintendent or designee.
- The parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or a review of the student's current IEP.
- The parent or guardian and student are required to attend a conference with the Superintendent or designee. The date, time, and place of conference will be

specified. This conference may not be scheduled until after an evaluation or review as described above, if requested by the parent, has been completed.

- Failure to attend the conference or failure to send the student to school following the conference may result in the issuance of a citation.

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.

## **Absences**

Please contact your child's school via the 24-hour attendance phone line to report your child's absence. Please describe the reason for the absence. Absence from school or class will be excused under the following circumstances:

- Injury or illness, including mental or behavioral health of the student
- Bereavement or illness of an immediate family member when the student's presence at home is necessary
- Religious instruction (under conditions specified by Oregon law)
- Educational/occupational interviews
- Emergency situations that require the student's absence
- Field trips and school-approved activities
- Medical or dental appointments—confirmation of appointments may be required
- Legal or court appointments
- Other reasons deemed appropriate by the building administrators when satisfactory arrangements have been made in advance of the absence

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

Students may be excused on a limited basis from a pre-planned 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 leaves school during the day must bring a note from their parent. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office staff 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/guardians 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. Absenteeism will not be used as the sole measure for the reduction of grades. 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. [Board Policy JED](#)

### **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 measure 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/guardians 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. [Board Policy IKAD](#)

### **Truancy**

A student who is absent from school or from any class without permission will be considered truant and may be subject to disciplinary action including detention, suspension, and/or ineligibility to participate in athletics or other activities, and/or loss of driving privileges. [Board Policy JEDA](#)

## **Computer Use and Conduct**

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 and other applicable provisions set forth in the district's [Responsible Use of Technology Handbook](#).

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

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, building administrators may routinely review user files and communications.

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. [Board Policy IIBGA](#)

## **Safety and Security**

The Corvallis School District is responsible for providing a safe and secure learning environment. To ensure a safe and secure environment, the district places restrictions on hardware and software used to access educational systems. This includes use of computers, devices such as tablets, hotspots, online services, district networks, and the internet. Students are expected to follow the rules set forth in the district's student conduct policies and the law when using district technology resources.

Our district's policy adheres to the FCC's Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and Family Educational Rights and Privacy Act (FERPA). All applications and websites used on student devices must meet specific criteria. We filter internet content and actively manage district-owned devices to protect students, both within and outside of the district network.

## **Student Responsibilities**

The Corvallis School District provides rules and guidance for students to keep devices secure and in good working order. Like textbooks, team uniforms, and other school property issued to your child, students are responsible to take appropriate care of these valuable resources. Our experience with mobile devices (iPads and Chromebooks) has shown that students take responsibility for the care of these tools. And we know that loss and accidents will happen. If damage or loss does occur, the district will not charge families for repair or replacement costs. School staff will work with students on appropriate use and care of district devices.

## **Limitation of Liability**

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 students 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. Parents may be held financially responsible for any harm to the system as a result of intentional misuse by their child. This applies to both district and personal equipment. Parents should instruct their child regarding restrictions set forth in this handbook, as well as emphasizing the importance of following rules for personal safety.

# 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.

[Board Policy JFC/JG](#)

## Student Code of Conduct

The district has authority and control over a student at school during the regular school day, including during 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, menacing, cyberbullying, bullying, teen dating violence, or domestic violence
- 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
- Possession, use, distribution, sale of tobacco products or inhalant delivery systems, alcohol, or unlawful drugs, including drug paraphernalia, on or near district grounds or while participating in school-related activities
- Use or display of profane or obscene language
- Disruption of school environment
- 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

## Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

- 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, to observe school rules essential for permitting others to learn at school, and to put forth best effort to maximize learning potential
- The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure their 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 with respect to the student's education records
- The right to know the behavior standards expected and the responsibility to know the consequences of misbehavior [Board Policy JF/JFA](#)

## Conduct on District Transportation

In addition to the Student Code of Conduct, the following rules shall apply to student conduct on district transportation. [Board Policy EEACC](#)

Students must:

- Obey the driver, coaches, teachers, and chaperones on the bus at all times
- Cross in front of the bus or as instructed by the bus driver, when necessary to cross the road
- Keep hands, head, feet, and objects inside doors and windows
- Accept assigned seats
- Remain seated while the bus is in motion
- Use emergency exits only as directed by the driver
- Stay away from the bus when it is moving
- Not do any disruptive activity which might cause the driver to stop in order to reestablish order
- The following are not allowed: throwing objects, fighting, wrestling or scuffling, eating/chewing gum, glass containers or other glass objects, any other objects which might pose safety risks or barriers to safe entry and exit from the bus, and animals, except approved service animals

## Credit for Proficiency

The district may grant credit toward a diploma or modified diploma to students who currently are enrolled in the district and who demonstrate defined levels of proficiency or mastery of recognized standards, including knowledge and skills (e.g., state academic content standards and essential skills, industry-based, national, or international standards) by completing classroom or equivalent work or providing a collection of work or other evidence that meets criteria pre-approved by the building administrator. [Board Policy IKH](#)

## 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 building administrators.

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

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

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

In addition, when a student commits substance abuse, drug, or drug paraphernalia, alcohol and/or tobacco related offenses or any other criminal act, the student 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/guardians 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.

## **Discipline of Students with Disabilities**

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days, the student's parents/guardians 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. If the IEP team concludes 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 that 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 hearing 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. [Board Policy JGDA/JGEA](#)

## 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.

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

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

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 the Alternative Education Programs and Alternative Education Notice in this handbook. [Board Policy JGE](#)

## 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 non-school hours as an alternative to suspension.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include 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/guardians of a suspended student. Suspensions may be appealed to the Board.

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.

Some school work missed by a student while on suspension may be made up upon the student's return to school. For example, a student will be allowed to make up final, mid-term, and unit examinations without an academic penalty. [Board Policy JGD](#)

## Dress and Grooming

The Corvallis School District recognizes the right to free expression and the value of diversity, including the diversity in dress and general appearance. The purpose of dress and grooming guidelines is to ensure that students are not distracted and are able to focus on learning. Students have the right to a nondisruptive, safe, and healthy educational environment at school.

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. [Board Policy JFCA](#)

## Hazing, Harassment, Intimidation, Bullying, Cyberbullying, Menacing, Teen Dating Violence, and Domestic Violence

Hazing, harassment, intimidation, bullying, menacing, or acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Please refer to Student/Parent Complaint Procedures below.

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation, bullying, menacing, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

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

The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for assaulting or menacing another student or employee, willful damage or injury to district property, or for use of threats, intimidation, harassment, or coercion against a district employee or another student.

Individuals may also be referred to law enforcement officials.

The building administrator, district department director, and superintendent are responsible for ensuring that this policy is implemented. [Board Policy JFCF](#) and [Administrative Regulation JFCF-AR](#)

## 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. Building 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.

Media representatives are required to gain prior approval from the building administrator 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/guardians 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/guardians will be advised of this policy at the time of the student's registration and each fall in the Student/Parent Handbook. [Board Policy JOD](#)

## Medication at School

Students may be permitted to take prescription or nonprescription medication, and/or self-medicate at school, at school-sponsored activities, under the supervision of trained school personnel, and in transit to or from school or school-sponsored activities.

### **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, method of administration, dosage, frequency of administration, and any special instructions from the prescriber. The prescription label prepared by a pharmacist at the direction of the prescriber will be considered to meet the requirement if it contains the information above.

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. [Board Policy JHCD/JHCDA](#)

## Self-Medication

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

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

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

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

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

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

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

Contact the school office for additional information and forms.

## Personal Electronic Devices and Social Media

Student possession or use of personal electronic devices (PED) on district property, in district facilities during the school day, and while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in Board policy and consistent with any additional school rules as may be established by the principal and approved by the Superintendent. A PED is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

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



Students whose behavior is found to be in violation of Board policy will be subject to loss of privileges and disciplinary action, up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal, or violates the terms of this policy. A referral to law enforcement official may also be made.

Personal electronic devices used in violation of law, Board policy, administrative regulation, or approved school rules will be confiscated, turned in to the school office, and/or transferred to law enforcement officials as appropriate. If law enforcement does not retain the device as evidence, the device will be returned to the student or parent following parent notification, conference, detention, suspension, and/or expulsion. [Board Policy JFCEB](#)

## Student/Parent Complaint Procedures

### **Public Complaint Procedure**

No staff member, student, parent or guardian of a student attending school in the district, or person who resides in the district will be denied the right to petition the district with a complaint. A complainant will be referred through the proper administrative process for resolution of their complaint before investigation or action by the Board. An exception will be a complaint against the superintendent, or one that involves Board actions or Board operations.

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

Complaints concerning sexual harassment or discrimination should be directed to the building principal or assistant principal. If the complaint is against an individual who receives reports, report to a district-level administrator. 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 school days of the informal conference to the building administrator. The building administrator shall evaluate the evidence and render a decision within 10 school days after receiving the appeal.

If the complainant deems it desirable to carry the complaint beyond the decision reached by the building administrator, the complainant may, within 10 working days, file a complaint with the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's 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 the Superintendent's designee, the complainant may within 10 working days request a review by the Board. The Board may hold a hearing to review the findings and conclusion of the Superintendent/designee, to hear the complaint, and to take such other evidence as it deems appropriate. Generally, all parties involved, including the

school administration, will be asked to attend such meeting for the purpose of presenting additional facts, making further explanations, and clarifying issues. [Administrative Regulation KL-AR](#)

### **Discrimination — Discrimination Complaint Procedure**

Any person who feels they have been discriminated against should discuss the matter with the building administrator, who shall in turn investigate the complaint and respond to the complainant.

If the building administrator is the subject of the complaint, the individual may file a complaint directly with the Superintendent. If the Superintendent is the subject of the complaint, the complaint may be filed with the Board chairman. [Board Policy AC](#) and [Administrative Regulation AC-AR](#)

### **Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence Complaints — Complaint Procedures — Students**

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, bullying, acts of cyberbullying, or incidents of teen dating violence by students is strictly prohibited and shall not be tolerated in the district.

The building administrator has responsibility for investigations concerning hazing, harassment, intimidation, menacing, bullying acts of cyberbullying, or incidents of teen dating violence. Any student who has knowledge of conduct in violation of this policy or feels they have been hazed, harassed, intimidated, menaced, bullied, or acts of being cyberbullied in violation of this policy is encouraged to immediately report their concerns to the building administrator who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the building administrator.

Complaints against the building administrator shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the Superintendent review the actions taken in the initial investigation, in accordance with administrative regulations. [Board Policy JFCF](#) and [Administrative Regulation JFCF-AR](#)

### **Instructional Materials Complaints — Instructional Materials Selection**

Complaints by students or parents/guardians about instructional materials should be directed to the building administrator. Should the student or parent/guardian, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Materials" may be requested from the school office. The building administrator 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. [Board Policy IIA/IIA](#) and [Administrative Regulation II/IIA-AR](#)

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

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

## **Sexual Harassment**

The district is committed to addressing sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy.

Any person may report sexual harassment. The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously. The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures. Other complaint procedures may include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence - Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNA/JHFF). [Board Policy JBA/GBN](#), [Administrative Regulation JBA/GBN-AR\(1\)](#), and [Administrative Regulation JBA/GBN-AR\(2\)](#).

## **Staff Sexual Conduct with Students**

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district [Board Policy JHFE](#) and [Administrative Regulation JHFE-AR](#)—Reporting of Suspected Abuse of a Child.

## **Students with Disabilities Complaints — Special Education — Procedural Safeguards**

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 Assistant Superintendent or designee. [Board Policy IGBAG](#) and [Administrative Regulation IGBAG-AR](#)

## **Talented and Gifted (TAG) Programs and Services Complaints — Appeals Procedure for Talented and Gifted Identification**

Parents/guardians may appeal the identification process and/or placement of their student in the district's TAG program by contacting the building administrator. If an agreement cannot be reached, the parents/guardians may initiate the formal process. If the parents/guardians are still dissatisfied, an appeal to the State Superintendent of Public Instruction following the process outlined in the Oregon Administrative Rules (OAR) may be used. The district shall provide a copy of the appropriate OAR upon request. [Board Policy IGBBA](#) and [Administrative Regulation IGBBA-AR](#)