



**Corvallis**  
SCHOOL DISTRICT

# Student/Parent Handbook

## **2017-2018**

The Corvallis School District welcomes everyone regardless 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.

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

## **PREFACE**

The material covered within this student/parent handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. 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.

### **Nondiscrimination Notice**

Corvallis School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation<sup>1</sup>, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination act of 2008.

Coordination of compliance with these legal requirements is handled by the district office. For additional information and/or compliance issues please contact (541) 757-5840.

## **ALTERNATIVE EDUCATION PROGRAMS NOTICE**

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.

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<sup>1</sup>"Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

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

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

- College Hill alternative high school 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 may request additional in-district alternative education programs by submitting written requests to the building administrator.

### **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 receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

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

## **ALTERNATIVE EDUCATION PROGRAMS—ESTABLISHMENT NOTICE**

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the Superintendent or designee. "Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

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

Proposals must be submitted to the Superintendent or designee prior to December 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building administrator or district office for additional information on submitting proposals, the evaluation, and approval process. Individual notification to students and parents regarding the availability of alternative education programs will be provided when one of the above conditions exists.

### **ASBESTOS NOTICE**

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.

### **ASSESSMENT PROGRAM NOTICE**

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. The district shall provide supervised study time for students who are excused from participating in the assessment.

### **ASSIGNMENT OF STUDENTS TO SCHOOLS**

Students are required to attend the school in the attendance area in which they reside, unless otherwise provided by state and federal law. While parents have the option of placing their students in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly-funded private placement or private services, he/she must

give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

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

## **ATTENDANCE NOTICE**

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.

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

- The 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 and Excuses**

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

- Student illness or injury
- 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 preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious, or ethnic considerations.

A student who leaves school during the day must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Teachers will provide notice to students regarding the consequences for student failure to make up assigned work within a reasonable amount of time as allowed by the teacher. Absenteeism will not be used as the sole criterion 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.

### **Grade Reduction/Credit Denial based on Attendance**

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

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course and whether "credit denial" for unexcused absences is possible in this course. Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

### **Truancy**

A student who is absent from school or from any class without permission will be considered truant and 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.

## **CAREER AND TECHNICAL EDUCATION OPPORTUNITIES NOTICE**

The Corvallis School District offers the following career and technical education programs for students enrolled at Crescent Valley High School and Corvallis High School.

### **Corvallis High School**

- Automotive Technology
- Culinary Arts
- Digital Media
- Manufacturing Technology

More information may be found on these programs in the Corvallis High School course catalog.

### **Crescent Valley High School**

- Computer Information and Technology Management
- Culinary Arts
- Digital Media
- Pre-Engineering

More information may be found on these programs in the Crescent Valley High School course catalog.

## COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to **call** the school office so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. In some cases, the restriction may be removed by the district's registered nurse(s). Current school restrictable diseases and guidelines for restrictions are found on the Oregon Department of Education website under Communicable Diseases. Parents with questions should contact the school office.

## COMPUTER USE

Students may be permitted to use the district's electronic communications system for personal use, in addition to official district business, consistent with Board policy and other applicable provisions set forth in the district's Responsible Use of Technology Handbook.

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

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

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations, and law, building administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

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

## **CONDUCT NOTICE**

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

### **Student 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 his/her rights
- The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights
- The right to assemble informally; the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others
- The right to privacy, which includes privacy 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

## **CONDUCT—SERIOUS MISCONDUCT OF STUDENT—SPECIAL PROVISIONS**

### **Suspension of Driving Privileges for Certain Offenses**

In accordance with Oregon law, the Superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student; for willful damage or injury to district property; for use of threats, intimidation, harassment, or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using, or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function, or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such request to ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

### **Tobacco/Drug Offenses**

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

## **Weapons Offenses**

Students found to have brought, possessed, concealed, or used a firearm in violation of Board policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate.

The Superintendent may, on a case-by-case basis, modify this expulsion requirement. The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

A “dangerous weapon” means any weapon, device, instrument, material, or substance that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.

A “deadly weapon” means any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury. Deadly weapons may include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or patrons.

A “firearm” means any weapon (including a starter gun) that will or is designed to or may be readily converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon (i.e., body of the firearm), any firearm silencer, or any destructive device.

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

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

## **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.

## **DAMAGE TO DISTRICT PROPERTY NOTICE**

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.

## **DISCIPLINE/DUE PROCESS NOTICE**

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 uses approaches that are shown through research to be effective.

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

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

### **Detention**

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

### **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 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 hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

### **Expulsion**

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 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:

- Nonaccidental 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.

### **Suspension**

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

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



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

## **DISTRIBUTION OF MATERIAL NOTICE**

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.

### **Nonschool-Sponsored Media**

Requests by individuals or groups from outside the school district to distribute announcements, pamphlets, flyers, brochures, and other similar materials to students or staff 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.

## **DRESS AND GROOMING NOTICE**

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.

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

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

### **Gang-Related Clothing, Property, and Grooming**

School Board policy KGB discusses public conduct on district property and included guidelines related to gang affiliation and dress. No person will wear gang clothing or possess gang related personal property while on school grounds, including during school-sponsored activities and events. This includes items used by or associated with gangs—such as gang insignias, color patterns, bandannas, hats, jewelry, clothing, belts, or any other clothing or personal property with any gang significance. It also includes any body markings, including temporary or permanent tattoos, and other grooming patterns that are gang related. Markings and writings that are gang related, such as references to streets, numbers, or other gang signals and codes, also are not allowed. The school administration understands that display of apparel or property, dress, and grooming do not necessarily indicate gang membership, but the use or display of these can be distracting and disruptive to the educational environment and will not be tolerated.

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.

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

District policy states the possession, use, distribution, or sale of tobacco products or inhalant delivery systems, alcohol, unlawful drugs, including drug paraphernalia, on or near district grounds or while participating in school-related activities is prohibited and will result in disciplinary action and, if appropriate, referral to law enforcement officials. Students may be subject to an immediate suspension of up to 10 school days and/or expulsion up to one calendar year. The student also is subject to additional education programs and obligations established by the district.

Student violations of the provisions of this policy may lead to attendance in a tobacco prevention program with appropriate disciplinary action up to and including suspension or expulsion. Students who violate this policy also will be subject to removal from any or all extracurricular activities as outlined in the discipline matrix. Parents shall be notified of all violations involving the student and action taken by the school.

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

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

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

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

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

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

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

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

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

### **FEES, FINES, AND CHARGES NOTICE**

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

- Club dues
- Security deposits
- Materials for extra class projects the student will keep

- Personal physical education and athletic equipment and apparel
- Voluntary purchases of pictures, publications, class rings, and graduation announcements
- Student accident insurance and insurance on school-owned instruments
- Instrumental rental and uniform maintenance
- Student identification cards
- Fees for damaged library books and school-owned equipment
- Lock or locker deposits
- Fees for use of towels provided by the district for physical education classes or athletics
- Field trips considered optional to the district’s regular school program
- Admission fees for certain extracurricular activities
- Participation fees or “pay to play” for involvement in activities

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

All student fees and charges, both optional and required, will be listed and described annually in the student handbook, or in some other written form, and distributed to each student. Students will be advised of the due dates for such fees and charges as well as possible penalties for failure to pay them. In accordance with the law and with Board policy, certain restrictions and/or penalties may be imposed until such fees, fines, or charges are paid.

## **GANGS**

The presence of gangs or gang-related behaviors creates the potential for substantial disruption at school or school-sponsored events and is harmful to the educational process. Any student found behaving in a manner that represents gang influence, affiliation, behavior, or activity will be subject to disciplinary action within the guidelines of district policy up to and including suspension or expulsion. Building administrators and staff shall educate students and parents regarding gang-related behaviors and activities and encourage students to report such observations to a building administrator or other staff member. The district shall protect the confidentiality of students making such reports to the extent allowed by law.

## **GRADUATION EXERCISES**

All students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma, or alternative certificate (as defined in policy IKF) may participate in graduation exercises. Students earning a high school diploma or modified diploma must meet career learning requirements and essential skills requirements to participate in the graduation ceremony. Students working toward a standard high school diploma may participate in graduation ceremonies based upon the criteria outlined below, if they have completed a plan for completing the remaining credit and essential skills by September 1 of the following school year. Principals may recommend exceptions for extenuating circumstances

through an appeal made to the Superintendent. Decisions regarding exceptions made by the Superintendent will be final.

**In good standing** means the student has not been suspended, expelled, or otherwise excluded from school programs at the time of the ceremony.

## **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 he/she is 18 years of age or older or emancipated.

## **HEALTH EDUCATION—AIDS/HIV, SEXUALLY TRANSMITTED DISEASES NOTICE**

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

An age-appropriate plan of instruction about 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 his/her student be excused from that portion of the instructional program required by Oregon law by contacting the building administrator for additional information and procedures.

Students or parents with questions about the district's AIDS, HIV, HBV, and HCV health education program should contact the Assistant Superintendent.

## **HIGH SCHOOL DIPLOMA OPTIONS**

All students in the district will be provided with the appropriate resources to earn a high school diploma, and most will earn a **standard diploma** after completing all graduation requirements. Some students, however, may choose a different path. No student will be denied the opportunity to pursue a diploma with more stringent requirements, but the following additional options are available with the consent of a parent or guardian and in consultation with their school team.

- An **expanded options diploma** will be awarded to a student who has met all of the standard diploma requirements plus 36 Linn Benton Community College Credits earned in a planned educational program at Linn Benton Community College.

- A **modified diploma** is available for students who have demonstrated an inability to meet the full set of academic standards, even with reasonable modifications and accommodations. To be eligible, a student must have a documented history of being unable to maintain grade level achievement due to significant learning and instructional barriers, or a documented history of a medical condition that creates a barrier to achievement. School staff and the student's parent(s) or guardian(s) should make the decision together about whether to pursue a modified diploma. A decision will be made no earlier than the end of sixth grade and not later than two years before the student's exit from high school. *The decision is reviewed annually after eighth grade and may be changed if appropriate.* Students also must still demonstrate proficiency in essential learning skills and meet all personalized learning requirements as with the standard diploma.
- An **extended diploma** is available for qualifying students who have individualized education plans (IEPs). Like the modified diploma, a student is eligible for an extended diploma only if he or she has a documented history of being unable to maintain grade level achievement due to significant learning and instructional barriers, a documented history of a medical condition that creates a barrier to achievement.

Beginning in grade five or after a documented history to qualify for an extended diploma has been established, the district shall annually provide to the parents or guardians of the student information about the availability and requirements of a modified diploma, an extended diploma, or an alternative certificate.

- **Alternative certificates** will be awarded to students who do not satisfy the requirements for a diploma, modified diploma, or extended diploma if the students meet minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student needs and achievement.

All students meeting the requirements for an alternative certificate or modified, extended, or standard diploma will have the option of participating in graduation exercises.

## **HOMELESS STUDENTS NOTICE**

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

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

## **IMMUNIZATION, VISION SCREENING, AND DENTAL SCREENING**

### **Immunization**

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

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

### **Vision Screening**

The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received a vision screening or eye examination and any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that the student submitted a certification to a prior education provider, or the vision screening or eye examination is contrary to the religious beliefs of the student or the parent or guardian of the student.

### **Dental Screening**

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

The certification is not required if the parent or guardian provides a statement to the district that the student submitted a certification to a prior education provider; the dental screening is contrary to the religious beliefs of the student or the parent or guardian of the student; or the dental screening is a burden, as defined by the State Board of Education, for the student or the parent or guardian of the student.

## **INSURANCE**

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

## INTEGRATED PEST MANAGEMENT

To ensure the health and safety concerns of students, staff, and community members, the district shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff, and community members and shall adopt a list of low-impact pesticides for use with the IPM plan. The IPM together with a list of potential pesticide products that could be used in the event other pest management measures are ineffective are available for public inspection in all school offices and at the district office. The IPM Plan Coordinator (or a designee of the Coordinator) will give written notice of a proposed pesticide application (via the method most likely to reach the intended recipients) at least 24 hours before the application occurs.

**If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps.** If a pest emergency makes it impracticable to give a pesticide application notice no later than 24 hours before the pesticide application occurs, the IPM Plan Coordinator shall send the notice no later than 24 hours after the application occurs. The IPM plan coordinator may be reached at 541-757-5877 for additional information.

## 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.

The media may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access shall not disrupt the school programs in any unreasonable way and shall comply with Board policies and district goals. Media representatives are required to gain prior approval from the building 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 who do not want their student interviewed or photographed by the media must indicate this to the school. They should also direct their student accordingly. Parents will be advised of this policy at the time of the student's registration and each fall in the Student/Parent Handbook.

## MEDICINE AT SCHOOL

Students may be permitted to take prescription or nonprescription medication, 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. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

Written instructions of the parent which include the information above are required for all requests to administer nonprescription medication. All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

### **Self-Medication**

Self-medication of prescription and nonprescription medication for K-12 is allowed subject to the following:

- When directed by a physician or other licensed health care professional and building administrator, students in grades K-12 will be allowed to self administer prescription medication. A medical protocol regarding each student who self administers prescription medication will be developed, signed by a physician or other licensed health care professional and parent, and kept on file. Permission for self-administered prescription medication may be revoked at any time if the student violates policy or medical protocol. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.
- A parent permission form must be submitted for self medication of all prescription and nonprescription medications. In the case of prescription medications, permission from the physician or other licensed health care professional also is required. Such permission may be indicated on the prescription label. A written treatment plan from a licensed health care professional for the managing of student's asthma, severe allergy, and diabetes will be required for use of medication by the student during school hours. Building administrator permission is required for all self-medication requests. District registered nurse permission is required for self-medication of all medications in grades K-8. For grades 9-12, the district registered nurse is available for consultation with the building administrator and/or parent as needed.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to non-prescription 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 dosages, the student may carry one package. Sharing or borrowing medication is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action. Contact the school office for additional information and forms.

## **PARENTAL RIGHTS—SURVEY ACTIVITIES NOTICE**

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

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

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

## **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 (JFCEB—Personal Electronic Devices) 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 whose behavior is found to be in violation of Board policy (JFCEB—Personal Electronic Devices and Social Media) 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 also may 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.

## **PROGRAM EXEMPTIONS NOTICE**

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, students may be excused from planned instruction. An alternative program or learning activity will be provided the excused student.

## **SEARCHES—SEARCHES OF PROPERTY AND QUESTIONING OF STUDENTS NOTICE**

### **Searches**

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property, or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion 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.

### **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 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.

## **SPECIAL PROGRAMS NOTICE**

### **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 with questions about these programs should contact the building administrator or Emergent Bilingual coordinator.

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. 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 509J provide special services for disadvantaged learners under Title I. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. All schools who are involved will provide information and proper notice as required by law.

## **STUDENT/PARENT COMPLAINTS NOTICE**

### **Public Complaint Procedure—Administrative Regulation KL-AR Public Complaint Procedure**

The Board advises the public that the proper channeling of complaints including but not limited to, instruction, discipline, or learning materials, should be handled in the following order unless otherwise identified (See administrative regulation KL-AR—Public Complaint Procedure for specific procedures and timelines):

- Staff member
- Building administrator or district department director (if applicable)
- Superintendent
- Board

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

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the complaint is not resolved, the complainant may formally present the complaint in writing (including all supporting statements and evidence) within 10 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, he/she may, within 10 working days, file the complaint with the Superintendent or his/her designee. The Superintendent or his/her designee shall evaluate the evidence and render a decision within 10 working days after receiving the appeal.

If the complainant deems it desirable to carry the complaint beyond the decision reached by the Superintendent or his/her designee, he/she may within 10 working days request a review by the Board. 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.

### **Discrimination—Administrative Regulation AC-AR—Discrimination Complaint Procedure**

Any person who feels that he/she has been discriminated against should discuss the matter with the building administrator, who shall in turn investigate the complaint and respond to the complainant within 10 school days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

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.

**Education Standards Complaints—Administrative Regulation LGA-AR—Public Appeals and Complaints about Alleged Violations of Standards**

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

If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures. After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the state Superintendent of Public Instruction.

**Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence Complaints—Administrative Regulation JFCF-AR—Hazing/Harassment/Intimidation/Menacing/Bullying/ Cyberbullying/Teen Dating Violence 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.

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry also is strictly prohibited. Every effort will be made by the administration to preserve confidentiality and protect the student’s privacy to the extent the investigative process allows. False charges also shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

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 he/she has been hazed, harassed, intimidated, menaced, bullied, or acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the building administrator who has overall responsibility for all investigations. This report may be made anonymously. A student also may 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.

*Informal Complaint Process*—Students may first use an informal complaint procedure. This seeks to achieve a resolution that both the complainant and the alleged perpetrator agree upon. If the proposed resolution is accepted, the administrator will keep a record of the complaint and its resolution. The administrator also will follow up with the complainant to ensure that the problem has in fact been resolved.

*Formal Complaint Procedure*—All complaints and other reported incidents shall be promptly investigated using the timelines and procedures set out in Administrative Regulation JFCF-AR—

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

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/designee review the actions taken in the initial investigation, in accordance with administrative regulations.

### **Instructional Materials Complaints—Administrative Regulation II/IIA-AR—Instructional Materials Selection**

Complaints by students or parents about instructional materials should be directed to the building administrator. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a “Reconsideration Request Form for Reevaluation of Instructional Materials” may be requested from the school office. The 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.

### **Placement/Enrollment of Homeless Students Complaints—Administrative Regulation JECBD-AR—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 established district procedures. Additional information may be obtained by contacting the district’s liaison for students in homeless situations.

### **Sexual Harassment Complaints—Administrative Regulation JBA/GBN-AR—Sexual Harassment Complaint Procedures**

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

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

- The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.
- Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff.

- The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance or with an employee’s ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment.

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

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

Building administrators, the compliance officer, and the Superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be promptly investigated using the timelines and procedures set out in Administrative Regulation JBA/GBN-AR—Sexual Harassment Complaint Procedures.

District complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Avenue, Room 3310, Seattle, Washington, 98174-1099. Additional information regarding filing of a complaint may be obtained through the building administrator, compliance officer, or Superintendent.

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

#### **Staff Sexual Conduct with Students Complaints**

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

“Sexual conduct” as defined by Oregon law is any verbal, physical, or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile, or offensive educational environment. 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 JHFE-AR—Reporting of Suspected Abuse of a Child.



The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, we well as the procedures the Human Resources Director will follow up upon receipt of a report. When the Human Resources Director takes action on the report, the person who initiated the report must be notified.

Annual training is provided to district employees and available for parents and students regarding the prevention and identification of sexual conduct.

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

**Students with Disabilities Complaints—Administrative Regulation IGBAG-AR—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.

**STUDENT EDUCATION RECORDS  
NOTICE**

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

**Access/Release of Education Records**

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

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.

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. He/she shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202. A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

### **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.

### **Student's Personally Identifiable information/Directory Information**

*Directory Information* (opt out required)—Regarding student education records, certain personally identifiable information about a student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. *Directory information* includes, but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Parents or eligible students (18 or older) may notify the school or district of those types of directory information listed above that they wish the district to withhold.

*Institutions of Higher Education/Military Recruiters* (opt out required)—The district is required by law to release secondary students' names, addresses, and telephone numbers to institutions of higher education/military recruiters unless parents or eligible students request that the district withhold this information. Parents may opt out of this requirement at registration each year.

*Information for which Consent is required*—Certain specific student information is considered *personally identifiable information* and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released, and only with prior written, dated, and signed consent unless otherwise permitted by law.

This *personally identifiable information* includes, but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's

family, and personal identifiers such as a list of personal characteristics, or other such information that would make the student's identity easily traceable.

### **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any 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 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 that it stands ready to conduct the evaluation when the parent gives consent or makes the student available.

### **Students with Disabilities**

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

### **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.

### **Services**

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

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

## **TALENTED AND GIFTED PROGRAM NOTICE**

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

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

- Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse, economically disadvantaged.
- Behavioral, learning, and/or performance information.
- A nationally standardized mental ability test for assistance in the identification of intellectually gifted students.
- A nationally standardized academic achievement test of reading or mathematics or the Smarter Balanced Assessment for assistance in identifying academically talented students.

Students may be identified at or above the 97<sup>th</sup> percentile on one of these tests. In addition, students who demonstrate the potential to perform at the eligibility criteria may be identified.

### **Appeals**

Parents may appeal the identification process and/or placement of their student in the district's TAG program by contacting the building administrator. If an agreement cannot be reached, the parents may initiate the formal process. If the parents 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.

### **Programs and Services**

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

## **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 also is 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 USDA approved tobacco products or other therapy products used for the purpose of cessation.

## **TRANSFER OF STUDENTS—SCHOOL BOUNDARY AREAS AND TRANSFERS NOTICE**

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

Transfer requests will be made for grades K-12 through the online process. The online process for the following school year will open on March 1 and close on March 31. Kindergartners requesting transfers are required to register t their neighborhood school by March 31. If the number of students seeking transfer exceeds the number of spaces available, an equitable lottery process will be used.

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

Parents may request a transfer of their student to another school in the district in the event 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.

## **TRANSPORTATION OF STUDENTS NOTICE**

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

## **Transportation Rules**

The following rules shall apply to student conduct on district transportation. While riding a school bus, students will:

- Obey the driver at all times
- Not throw objects
- Not have in their possession any weapon as defined by Board policy JFCJ—Weapons in the Schools
- Not fight, wrestle or scuffle
- Not stand up and/or move from seats while the bus is in motion
- Not extend hands, head, feet or objects from windows or doors
- Not possess matches or other incendiaries and concussion devices
- Use emergency exits only as directed by the driver
- Not damage school property or the personal property of others
- Not threaten or physically harm the driver or other riders
- Not do any disruptive activity which might cause the driver to stop in order to reestablish order
- Not make disrespectful or obscene statements
- Not possess and/or use tobacco, alcohol or illegal drugs
- Not eat or chew gum
- Not carry glass containers or other glass objects
- Not take onto the bus any objects which might pose safety risks or barriers to safe entry and exit from the bus
- Accept assigned seats
- Stay away from the bus when it is moving
- Be at the bus stop five minutes before the scheduled pick up time
- Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips

## **VEHICLES/BICYCLES ON CAMPUS NOTICE**

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

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

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. The district assumes no liability for loss or damage to vehicles or bicycles.

## **VISITORS**

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

## **WELLNESS POLICY AND NUTRITION PROGRAM**

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

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

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