



# Lincoln County School District Student & Family Handbook 2026-2027

Teaching and Learning Center  
1212 NE Fogarty St, Newport, OR 97365

Lincoln County School District



## **Vision Statement**

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Empowering all students every day to realize their full potential for living the future life as they imagine.

## **Mission Statement**

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Relentlessly committed to ensuring that all students learn the critical reading and thinking skills needed to be educated, healthy, and resilient people that graduate with future options and the ability to achieve their dreams.

# LCSD Board Goals

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## **Board's Five Year Strategic Plan**

*Full Implementation of:*

**GOAL ONE:** Lincoln County School District will establish and meet high expectations for student achievement.

**GOAL TWO:** Lincoln County School District will create equitable, diverse, inclusive, and accessible learning environments across the district within a framework of excellence in education.

**GOAL THREE:** LCSD will provide for the long term health and welfare of our facilities, focusing on accessibility, technological innovation, and purposeful utilization.

**GOAL FOUR:** Lincoln County School District will strengthen community relationships through communication and engagement with staff, students, families, and community partners.

# LCSD Continuous Improvement Plan & Strategic Priorities

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## Academic Achievement

*1.1 Install and monitor systems to ensure all students are thriving*

*1.2 Students and educators experience a well-rounded and balanced use of assessment systems that help them identify student learning in the areas of the Oregon State Standards.*

*1.3 Educators plan and deliver research-based instruction with high-expertise teaching strategies to engage all students*

## Wellness & Belonging

*2.1 Develop the knowledge, skill, and will of educators*

*2.2 Install and monitor responsive systems to meet the needs of students and families (PBIS tiered supports, Attendance, academics)*

*2.3 Ensure students have access to a well-rounded education (CTE, Music, P.E., athletics, co-curricular and extra-curricular activities)*

*2.4 Welcome, accept and affirm equitable practices that break down barriers and promote access*

*2.5 Create strong systems to engage with, support and celebrate staff*

## Community Connection

*3.1 Two-way communication practices are in place for all students, with attention to mobile students and primary family languages.*

*3.2 Schools create places and learning conditions where every student, family, educator and staff member is welcomed, where their culture and assets are valued and supported, and where their voices are integral to decision-making.*

*3.3 Develop community relationships for staff, student, and community learning that are consistent, authentic, and ongoing. Relationships inform school and district planning and practices.*

# SCHOOLS

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## **North Area**

Oceanlake Elementary (K-2)  
2420 NE 22nd St. Lincoln City, OR 97367..... Phone 541-994-5296

Taft Elementary (3-6)  
4040 High School Drive. Lincoln City, OR 97367.....Phone 541-996-2136

Taft 7-12  
3780 SE Spyglass Ridge Dr. Lincoln City, OR 97367..... Phone 541-996-2115

## **South Area**

Crestview Elementary (K-6)  
2750 Crestline Dr. Waldport, OR 97394.....Phone 541-563-3237

Waldport Jr/Sr High School (7-12)  
3000 Crestline Dr. Waldport, OR 97394.....Phone 541-563-3243

## **East Area**

Toledo Elementary (K-6)  
600 SE Sturdevant Rd. Toledo, OR 97391.....Phone 541-336-5121

Toledo Jr/Sr High School (7-12)  
1800 SE Sturdevant Rd. Toledo, OR 97391.....Phone 541-336-5104

## **West Area**

Yaquina View Elementary (K-2)  
351 SE Harney St. Newport, OR 97365.....Phone 541-265-4637

Sam Case Elementary (3-5)  
459 NE 12<sup>th</sup> St. Newport, OR 97365.....Phone 541-265-8598

Newport Middle School (6-8)  
825 NE 7<sup>th</sup> St. Newport, OR 97365.....Phone 541-265-6601

Newport High School (9-12)  
322 NE Eads St. Newport, OR 97365.....Phone 541-265-9281

**Compass Online School (7-8)..... Phone 541-265-4280**

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# NON DISCRIMINATION POLICY

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

Students, employees and visitors are entitled to a school or educational environment that is free from discrimination or harassment. The district prohibits the use or display of any symbols of hate on school property or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

For more information, please refer to LCSD Policies: [AC](#) and [ACB](#)

## ACADEMICS

### ALTERNATIVE INSTRUCTIONAL PROGRAMS

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In addition to the regular curriculum and courses offered, it is possible for students, with prior administrative approval, to obtain credit from the following alternative instructional programs and activities:

1. Community college courses;
2. Correspondence courses;
3. Outdoor school;
4. Educational travel;
5. Challenge tests;
6. Independent study;
7. Online courses;
8. The Expanded Options Program;
9. Others approved by the Board.

For more information, please refer to LCSD Policy: [IHGA](#)

### EARLY GRADUATION

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A student who wishes to graduate from high school in less time than the ordinary grade 9-12 sequence may request permission to complete graduation requirements on an altered schedule. The student and his/her parents will consult with high school principals and/or school counselors to develop a graduation plan. Their intention to accomplish this plan will be stated in writing to the superintendent.

Early graduation requests should be made before May 1st of the student's sophomore year, unless the student moves into the district after that time. In that case, the student must request by October 1st of their junior year.

For more information, please refer to LCSD Policy: [IKFA](#)

## GRADUATION EXERCISES

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Lincoln County District high schools shall provide commencement ceremonies for graduating senior students. All students in good standing who have successfully completed the requirements for a senior high school diploma, a modified diploma, extended diploma or certificate of attendance may participate in graduation exercises. These ceremonies shall be held during the final five days of school. Graduating seniors may be dismissed during the final five school days. These days shall be determined by each school in consultations with the superintendent and shall be included on the annual school calendar.

### Valedictorian/Salutatorian

Students must meet all the requirements for an honors diploma in order to be eligible for Valedictorian and Salutatorian honors. Valedictorian: the student(s) in the graduating class with the highest accumulative grade point average. Salutatorian: the student(s) in the graduating class with the second highest accumulative grade point average.

For more information, please refer to LCSD Policy: [IKFB](#)

## GRADUATION REQUIREMENTS

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### **Standard Diploma**

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits, which include at least:

- Three credits of mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
- Four credits of language arts;
- Three credits of science;
- Three credits of social sciences (including .5 credit from Civics- beginning with the class of 2026);
- One credit in health education;
- One credit in physical education;
- Three credits in career and technical education, the arts or world languages (units shall be earned in any one or a combination)
- One half (.5) credit in personal financial education (beginning with the class of 2027);
- One half (.5) credit in higher education and career path skills (beginning with the class of 2027);
- 6 credits of electives (prior to 2027), 5 credits of electives (2027 and beyond);

To receive a diploma, in addition to credit requirements, outlined in OAR 581-022-2000, a student must complete the following Personalized Learning Requirements: Develop an education plan and profile; Participate in career-related learning experiences; Demonstrate extended application through a collection of evidence.

In addition to the Standard Diploma requirements, students may earn:

- An Honors Diploma
- An Modified Diploma
- An Extended Diploma, or
- A Certificate of Attendance

For more information of the other diploma options and further information, please refer to LCSD Policy: [IKF](#)

## PROMOTION, RETENTION & PLACEMENT OF STUDENTS

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In general, students shall be placed at the grade level to which they are best adjusted academically, socially and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. A small number of students, however, may benefit from staying another year in the same grade or being accelerated. Decisions to retain or accelerate will only be made after prior notification and explanation to the student’s parents. The building administrator will make the final decision. Parents may appeal the administrator’s decision to the superintendent or his/her designee.

For more information, please refer to LCSD Policy: [IKE](#), [IKE-AR](#) & [JEBA](#)

## ATHLETICS

**MISSION:** We believe athletics and activities in the Lincoln County School District focus on encouraging all programs to create a positive culture and community by developing character, sportsmanship, work ethic, and pride for all participants.

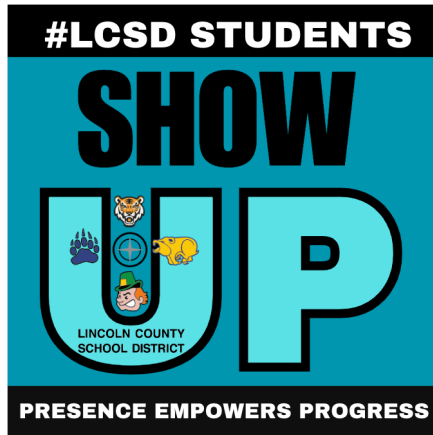
**CORE VALUES:** Character Development, Sportsmanship, Work Ethic, Pride, Community Involvement  
For more information, please refer to the LCSD Athletics and Activities Handbook ([ENG/SPAN](#))

For more information, please refer to LCSD Policy: [IGDJ](#)

## ATTENDANCE

Attendance matters for students at all grade levels. Students who attend school regularly are more likely to read at grade level and build a strong foundation that takes them all the way through high school graduation. LCSD aligns our attendance policies and procedures with guidance provided by the Oregon Department of Education and the Every Day Matters campaign. “Chronically absent” means missing 10% or more of the school year (18 days). LCSD aims to have all students attend

school regularly (greater than 90% of school days), because LCSD students SHOW UP!



## COMPULSORY ATTENDANCE

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Except as provided in Oregon law all children between the ages of 6 and 18 years who have not completed the 12th grade are required to regularly attend a public full-time school during the entire school term. All students five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school.

While kindergarten is not compulsory in Oregon, parents are welcome to enroll their children into kindergarten if they turn five before September 1 of the new school year.

Exemptions from compulsory school attendance are detailed in LCSD Policy: [JEA](#) & [JEBA](#)

## ABSENCES

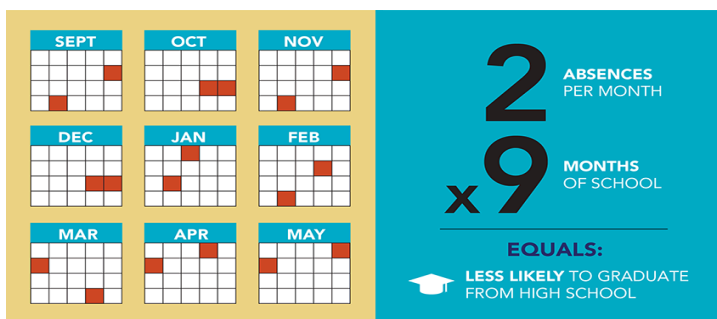
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It is the student's/guardian's responsibility to maintain regular attendance (above 90%) in all assigned classes. All absences, whether excused or unexcused, contribute to a student's attendance rate and affect his/her overall educational success. Parents and guardians are urged to schedule appointments, family vacations, etc. on non-instructional days to minimize student absences.

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

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

Absences form available at your student's school office and in the Family Resources section of the LCSD website.



For questions regarding absences (including scheduled appointments) for athletic eligibility and extra/co-curricular activities, please refer to the LCSD Athletics and Activities Handbook ([ENG/SPAN](#))

For more information, including a complete list of approved reasons for excused absences, please refer to LCSD Policy: [JED](#)

## GRADE REDUCTION & CREDIT DENIAL

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Regular attendance is valuable in school and work. The district may establish grading policies that permit teachers to consider a student's attendance in determining the student's grade, but student attendance may not be the sole criterion.

A student who has been absent for any reason, excused or unexcused, must be allowed to complete missed work to be made up within a reasonable period of time following the return to school, at a minimum of one day per day absent. Schools must work with students to determine what is reasonable based upon the student needs, academic situation, and amount of make-up work to be completed. Parents/guardians should contact their student's teacher(s) to arrange for the collection of homework assignments for a student who will be absent for 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. Evaluation of student work received within the allowable time following return to school shall not incur a penalty or grade reduction related to being late. (per [OAR-581-021-0081](#))

For more information, please refer to LCSD Policy: [IKAD](#) & [IKAD-AR](#)

## NOTIFICATION OF ABSENCES

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Parents/Guardians are asked to contact the school to notify the attendance secretary of the reason for any student absence, regardless of the length of the absence. Pre-Arranged Absence Forms can be found in the Family Resources section of the LCSD website and at any school office.

If a student leaves school during the day, their absence should be communicated directly to the school office by a parent/guardian, this will allow absences to be recorded accurately. A student who becomes ill during the school day should, with the teacher's permission, report to the office.

The office staff will decide whether or not the student should be sent home and will notify the student's parent/guardian, as appropriate.

Schools will notify parents/guardians twice a day (to account for morning and afternoon absences) if their child has an unplanned/unverified absence. The notification may be in person, by telephone, email, text notification or another method.

For more information, please refer to LCSD Policy: [JED](#)

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## RE-ADMITTANCE AFTER ABSENCES

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After an absence, parents/guardians may be asked to provide documentation or an explanation of the reason for the absence. Students who are absent for 10 consecutive days (excused or unexcused) are by OAR withdrawn from school for state accounting purposes. This does not release them from the requirement to attend school. Upon return, these students may be required to re-enroll.

For more information, please refer to LCSD Policy: [JEA-AR](#)

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## TRUANCY & STATE LAW

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School officials will encourage regular student attendance, but compliance with Oregon laws, district, and building policy regarding attendance is the responsibility of the student and his/her parent. School teams will monitor attendance and take actions, up to and including activating truancy procedures when applicable, to encourage improved attendance.

The attendance advisor when notified of a truancy or unexcused absence shall investigate the truancy or nonattendance at school, providing parent/guardians with required education and notification of compulsory education laws.

For more information, please refer to LCSD Policy: [JEA](#) & [JEA-AR](#)

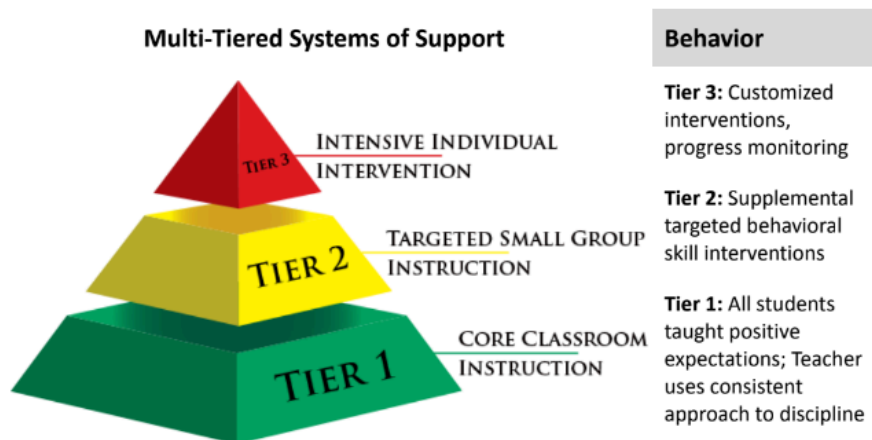
## BEHAVIOR & DISCIPLINE

Our behavior management system creates and fosters healthy relationships that enable students to develop self-discipline and accountability necessary to remain in school and to function successfully in their educational and social environments.

In order to support both students and staff, Lincoln County School District utilizes the Positive Behavior Intervention and Support (PBIS) multitiered framework to define, teach and support appropriate student behaviors to create positive school environments. Examples of PBIS actions include:

- 3-5 positively stated school-wide rules (example: Be Safe, Be Respectful, Be Responsible)
- School-wide routines and procedures are established, including visuals for grades K-3
- Students are taught the expected behaviors across all settings, multiple times per year

- Staff regularly provide feedback and positive acknowledgement to students
- Schools develop different levels of response to provide behavioral supports that help students develop skills and maintain relationships



Additionally, LCSD integrates restorative and trauma-informed practices. We believe in empowering all students, every day, to embrace their future as joyful, life-long, resilient, curious, and connected learners. Restorative practices are an essential part of this mission, focusing on building healthy relationships, positive behavior, and fostering a strong sense of community.

For more information, please refer to LCSD Policy: [JG](#) and [JG-AR](#)

## CODE OF CONDUCT

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Through the PBIS framework, students are explicitly taught expected positive behaviors multiple times during the year, in applicable settings.

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

The following conduct will constitute grounds for disciplinary action. This list is not intended to contain all conduct that may be grounds for disciplinary action. The policies and procedures listed provide more information on specific behaviors.

- Arson ([JFCM](#), [JFCJ](#), [JFCJ-AR](#), [ECAB](#) & [ECAB-AR](#))
- Bias/Hate Speech (Every Student Belongs- [ACB](#) & [ACB-AR](#), [JFC-AR](#), item e)
- Defiance ([JFC-AR](#), item a)
- Disruption ([JFC-AR](#), item f)
- Dress code violations ([JFCA](#))
- Gang Affiliation ([JFCEA](#))

- Hazing/Harassment, Intimidation, Bullying, Menacing/Cyberbullying, Teen Dating Violence, and Domestic Violence ([JFCF](#), [JFCF-AR\(1\)](#), [JFCF-AR\(2\)](#), [ACB](#), [ACB-AR\(1\)](#) & [ACB-AR\(2\)](#), [JFC-AR](#), item n)
- Inappropriate display of affection/Sexual Harassment ([JBA/GBN](#), [JBA/GBN-AR\(1\)](#), [JBA/GBN-AR\(2\)](#) & [JBA/GBN-AR\(3\)](#))
- Inappropriate language, (obscene, profane, libelous, discriminatory or abusive) gestures or materials ([JFCF](#), [JFCF-AR\(1\)](#) & [JFCF-AR\(2\)](#) & [ACB](#), [ACB-AR\(1\)](#) & [ACB-AR\(2\)](#), [JFC-AR](#), item e)
- Lying/Cheating/Plagiarism ([JFCEB](#) & [JFCEB-AR](#), [JFC-AR](#), item o)
- Physical Aggression/Assault/Fighting ([JFC-AR](#), item n)
- Property Misuse/Damage/Vandalism ([ECAB](#) & [ECAB-AR](#), [JFC-AR](#), item d)
- Technology violation ([JFCEB](#), [JFCEB-AR](#) & [IIBGA](#), [IIBGA-AR](#), [JFC-AR](#), item s)
- Theft ([ECAB](#) & [ECAB-AR](#), [JFC-AR](#), item l)
- Threats ([JFCM](#))
- Use/Possession of Alcohol/Drugs, imitations, or paraphernalia ([JFCG/JFCH/JFCI](#), [JFCH/JFCI-AR](#), [JFC-AR](#), item h)
- Use/Possession of Combustibles, imitations, or paraphernalia ([JFCM](#), [JFCJ](#), [ECAB](#))
- Use/Possession of Tobacco, imitations, or paraphernalia ([JFCG/JFCH/JFCI](#), [JFCG-AR](#), [JFC-AR](#), item g)
- Use/Possession of Weapons ([JFCJ](#) & [JFCJ-AR](#))
- Vehicular rule violations ([JHFD](#))

*For complete descriptions of expected behaviors, please see LCSD Policy: [JFC-AR](#) (Student Code of Conduct).*

For information regarding student conduct on school buses, see Policy: [EEACC](#) and [EEACC-AR](#)

## DISCIPLINARY PROCEDURES

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If a student violates the Student Code of Conduct, individual school rules, Board policy, or local, state, or federal law, appropriate disciplinary procedures may be taken, depending upon the student's discipline history, maturity of the student, severity of the infraction, and disability (Board policy [JGDA/JGEA](#) & [JGDA/JGEA-AR](#): Discipline of Students with Disabilities). Examples include, but are not limited to, reteaches/student conferences, in-class consequences, restorative chats/conferences, parent contact/conferences, detention, loss of privileges, law enforcement contact, denial of participation in co-curricular and extracurricular activities, etc. For more information, please refer to LCSD Policy: [JFC-AR](#)

**Due Process:** Students have the right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights. Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior. For more information, please refer to LCSD Policy: [JF/JFA](#)

**Suspension:** Suspension temporarily denies the student attendance at school or school activities in any district school. The principal or designee shall have the authority to suspend a student for up to 10 days. In special circumstances a suspension may be continued until some specific pending action occurs, such as a physical or mental examination, drug assessment, completion of expulsion proceedings or incarceration by court action. For more information, please refer to LCSD Policy: [JFC-AR](#) and [JGD-AR](#)

**Expulsion:** Expulsion denies the student attendance at school and school activities in any district school. Expulsion may be for any length of time up to one calendar year. The district may deny enrollment to a student who has been expelled by another district. The district shall deny enrollment to a student who has been expelled from another district because of firearm or dangerous weapons possession. For more information, please refer to LCSD Policy: [JFC-AR](#) and JGE-AR

**Discipline of Students with Disabilities:** When considering student disciplinary procedures that may result in removal of the student, the district follows all special education and 504 plan procedures and ensures the parent and the student are afforded the procedural safeguards of the Individuals with Disabilities Education Act (IDEA) if:

- The student is receiving individualized education program (IEP) services;
- The student has not yet been identified as a student with a disability but the district had knowledge that the student had a disability and needed special education.

For more information, please refer to LCSD Policy: [JGDA/JGEA](#) & [JGDA/JGEA-AR](#)

**Use of Physical Force/Corporal Punishment:** No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control. A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming themselves, others or doing harm to district property. Physical force shall not be used to discipline or punish a student.

For more information, please refer to LCSD Policy [JGA](#)

## **HARASSMENT/BULLYING, SEXUAL HARASSMENT & BIAS/HATE SPEECH**

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Hazing, harassment (including sexual harassment), intimidation, menacing or bullying and acts of cyberbullying by students, staff, or third parties towards students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Students whose behavior is found to be in violation of this policy will be subject to development appropriate consequences, restorative consequence/sanctions and appropriate remedial action as determined by the school administrator, which may include discipline, up to and including expulsion.

All complaints about behavior that may violate this policy shall be promptly investigated. Any students, staff members or third parties who have knowledge of conduct in violation of this policy or feels they are a victim of harassment must immediately report their concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. Students may also report concerns to a teacher, counselor, service coordinator or school nurse, who will promptly notify the appropriate district official.

For more information, please see the following LCSD Policies and Administrative Regulations:

- [JFCE](#), [JFCF-AR\(1\)](#) & [JFCF-AR\(2\)](#): Hazing/Harassment, Intimidation, Bullying, Menacing/Cyberbullying, Teen Dating Violence, and Domestic Violence – Student

- [JBA/GBN](#), [JBA/GBN-AR\(1\)](#), [JBA/GBN-AR\(2\)](#) & [JBA/GBN-AR\(3\)](#): Sexual Harassment
- [JB](#): Equal Educational Opportunity
- [ACB](#), [ACB-AR\(1\)](#) & [ACB-AR\(2\)](#): Every Student Belongs

For more disciplinary information contact the Special Programs Department:

Natalia Aguilar

Special Program Administrator

Phone: 541-265-4440

[natalia.aguilar@lincoln.k12.or.us](mailto:natalia.aguilar@lincoln.k12.or.us)

Reports and complaints of sexual harassment should be made to the Title IX Coordinator:

Tiana DeVries

Human Resources Director, Title IX Coordinator

Phone: 541-265-4436

[tiana.devries@lincoln.k12.or.us](mailto:tiana.devries@lincoln.k12.or.us)

## DISTRIBUTION OF MATERIALS

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be submitted to the school administration. Materials and the proposed method of distribution shall be subject to review.

Materials shall be reviewed based on legitimate educational concerns. Such concerns include: the material is or may be defamatory; the material is inappropriate based on the age, grade level and/or maturity of the reading audience; the material is poorly written, inadequately researched, biased or prejudiced; the material contains information that is not factual; the material is not free of racial, ethnic, religious or sexual bias; or the material contains advertising that violates public school laws, rules and/or policy, is deemed inappropriate for students or that the public might reasonably perceive to bear the sanction or approval of the district.

For more information, please refer to LCSD Policy: [KJA](#)

## DRILLS FIRE, EVACUATION, SAFETY & OTHER

All schools are required to instruct and drill students on emergency procedures so that students may respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, which shall include tsunami procedures in a coastal zone and safety threats.

For more information, please refer to LCSD Policy: [EBCB](#)

# EMERGENCY SCHOOL CLOSURES

The Board authorizes the superintendent or designee to close schools or other facilities, or to cancel or postpone activities, in the event of hazardous weather or other emergencies which present threats to the safety of students, school staff members or school property.

Lincoln County School District will communicate with the public of all delayed openings, closures, early dismissals, or cancellation of activities.

For more information, please refer to LCSD Policy: [EBCD](#)

# FIELD TRIPS

The Board recognizes that first-hand experiences are an effective and worthwhile means of learning. In planning and authorizing field trips, primary consideration shall be given to the educational values derived and the safety and welfare of students involved. Active consideration should also be given to equitable access for all students and a realistic cost/benefit ratio given limited funds of the district and the communities to support these trips. Within these contexts, it is the desire of the Board to facilitate field trips as an integral part of each school's educational and activities program.

All field trips will require individual parent/guardian permission forms which will be sent home with specific information about the trip, including the mode of transportation. Specific authorization must be received from the parent/guardian and be in the possession of the school before a student may participate in the field trip. Blanket permission can be given for recurring field trips.

For more information, please refer to LCSD Policy: [IICA](#), [IICA-AR\(1\)](#) & [IICA-AR\(2\)](#)

# GRIEVANCES

If your complaint addresses one or more of the issues identified below, you may use the complaint process available in any of the following policies and administrative regulations (AR):

- Discrimination or harassment on any basis protected by law: Board policy [AC](#), [AC-AR](#);
- Bias incidents or display of symbols of hate: Board policy [ACB](#), [ACB-AR\(1\)](#), [ACB-AR\(2\)](#);
- Sexual harassment (staff): Board policy [GBN/JBA](#), [GBN/JBA-AR\(1\)](#), [GBN/JBA-AR\(2\)](#);
- Sexual harassment (student): Board policy [JBA/GBN](#), [JBA/GBN-AR\(1\)](#), [JBA/GBN-AR\(2\)](#);
- Workplace harassment: [GBEA](#), [GBEA-AR](#);
- Hazing, harassment, intimidation, bullying, menacing or cyberbullying (staff): Board policy [GBNA](#), [GBNA-AR](#);
- Hazing, harassment, intimidation, bullying, menacing, cyberbullying, teen dating violence or domestic violence (student): Board policy [JFCF](#), [JFCF-AR](#);
- Sexual conduct with a student (staff): Board policy [GBNAA/JHFF](#), [GBNAA/JHFF-AR](#);
- Sexual conduct with a student (student): Board policy [JHFF/GBNAA](#), [JHFF/GBNAA-AR](#); Public Complaints – [KL](#), [KL-AR\(1\)](#) & [KL-AR\(2\)](#)
- Instructional resources or instructional materials: Board policy [IIA](#), [IIA-AR](#);

- Complaints regarding the Talented and Gifted Program (TAG): Board policy [IGBBA](#), [IGBBA-AR](#).

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

A complaint of retaliation against a student or a student's parent who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation, should be reported to the administrator. Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board.

Tiana DeVries, Human Resources Director, is designated as the Title IX coordinator and can be contacted at 541-265-4436. The Title IX coordinator will coordinate the district's efforts to comply with its responsibilities related to policy [GBN/JBA](#).

For more information, please refer to LCSD Policy: [KL](#), [KL-AR\(1\)](#) & [KL-AR\(2\)](#)

## HEALTH

Although the district's primary responsibility is to educate students, the students' health and general welfare is also a major Board concern. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with evidence-based health practices. The nurse(s) employed by the district shall be licensed to practice as a registered nurse or nurse practitioner in Oregon and will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

Related Policies:

- Prescription Medications Policy: [JHCD](#) & [JHCD-AR](#)
- Nonprescription Medication Policy: [JHCD](#)
- Medications Policy: [JHCD](#) & [JHCD-AR](#)

For more information, please refer to LCSD Policy: [JHC](#)

## COMMUNICABLE DISEASES

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

When an administrator has reason to suspect that a student has or has been exposed to any restrictable disease for which the student is required to be excluded, the administrator will consult

with the school nurse and shall exclude the student from school. If the disease is a reportable disease, the school nurse will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

For more information, please refer to LCSD Policy: [JHCC](#) & [JHCC-AR](#)

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## FIRST AID

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In cases of sudden illness or injury to a student or staff member, first aid will be given by school staff. Further medical attention to students is the parents' responsibility, or of someone the parents designate in case of emergency. Each principal is charged with providing for the immediate care of ill or injured persons within his/her area of responsibility. Staff members shall report self-administered first-aid treatment to an immediate supervisor.

For more information, please refer to LCSD Policy: [EBBA](#)

# PROGRAMS

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## ALTERNATIVE EDUCATION PROGRAMS

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Alternative education programs implemented by the district are to maintain learning options that are flexible with regard to environment, time, structure and pedagogy.

The superintendent or designee will develop alternative education program options in compliance with Oregon Administrative Rules and Oregon Revised Statutes:

- For 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;
- When a public or private alternative education program is not readily available or accessible.

For more information, please refer to LCSD Policy: [IGBHA](#) & [IGBHB](#)

## MULTILINGUAL STUDENTS

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Lincoln County School District (LCSD) acknowledges multilingualism and bilingualism as invaluable assets that enrich our classrooms and communities (see [LCSD Guiding Principles for Multilingual Learners and their Families](#)).

### **Language Access for Families**

LCSD is committed to ensuring that all families have access to important school information in a language they can understand. To the greatest extent possible, we provide translation and interpretation services for school communications, including notices, report cards, parent-teacher conferences, and other essential information. Families may request language assistance at any time by contacting the main office at their school. Interpretation and translation services are provided at no cost.

### **Support for Multilingual Students**

Students who have a primary home language other than English may be screened to determine if they qualify for language assistance services. If a student qualifies, they will receive language supports at their level to ensure they can fully access academic content. These services are designed to help students develop their English proficiency while engaging in grade-level learning. Language assistance is provided in accordance with state and federal guidelines, and families will be informed of their student's eligibility and progress.

For more information or questions about language assistance services, please contact the English Language Development Department at your student's school.

For more information, please refer to LCSD Policy: [IGBI](#)

## SCHOOL COUNSELING PROGRAM

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The district's coordinated comprehensive school counseling program supports the academic, career, social-emotional, and community involvement development of all students. Each school will have a comprehensive counseling program for students in grades K-12, which will be based on the Oregon Department of Education's *Oregon's Framework for Comprehensive School Counseling Programs*.

The district will adopt program goals, which will assist students to:

1. Understand and utilize the educational opportunities and alternatives available to them;
2. Meet academic standards;
3. Establish tentative career and educational goals;
4. Create and maintain an education plan and education portfolio;
5. Demonstrate the ability to utilize personal qualities, education and training, in the world of work;
6. Develop decision-making skills;
7. Obtain information about self;
8. Accept increasing responsibility for their own actions, including the development of self-advocacy skills;

9. Develop skills in interpersonal relations, including the use of effective and receptive communication;
10. Utilize school and community resources;
11. Demonstrate and discuss personal contributions to the larger community; and
12. Know where and how to utilize personal skills in making contributions to the community.

For more information, please refer to LCSD Policy: [IJ](#) & [IJ-AR](#)

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## EXPANDED OPTIONS PROGRAMS

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The Board is committed to providing additional options to students enrolled in grades 11 and 12 to continue or complete their education, to earn concurrent high school and college credits and to gain early entry into post-secondary education. The district's Expanded Options Program (EOP) will comply with all requirements of Oregon law (ORS 340) and give priority status to "at-risk" students.

For more information, please refer to LCSD Policy: [IGBHE](#) & [IGBHE-AR](#)

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## HOMELESS STUDENTS

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Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. Transportation will be provided in accordance with law.

A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or enroll the student 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. If a dispute arises over school selection, enrollment, or eligibility the student shall be admitted to the school requested pending resolution of the dispute. The parent or guardian of the student shall be provided with a written explanation of the district's decision regarding school selection including the rights of the parent, guardian, or student to appeal the decision through the McKinney-Vento act dispute resolution and appeal process.

Each homeless student shall be provided with services comparable to services offered to other students, including the following:

- Transportation services; Homeless Students\*\* - [JECBD-AR](#)
- Education services for which the student is eligible, such as:
  - Title I-A;
  - Special education;
  - Programs for English Learners;
  - Career and technical education;
  - Talented and gifted programs.
  - School nutrition programs.

The HELP (Homeless Education and Literacy Project) program serves students and families who are living in temporary housing, inadequate housing, or living without a parent or guardian. This includes students who qualify for services under the McKinney-Vento Act as well as students who are involved with the Foster Care system. A liaison for students in homeless situations will be designated by the district to carry out duties as required by law. The district liaison shall coordinate the provision of services to homeless students with local social service agencies, and other agencies or programs providing services to homeless students and their families.

For further information or referral to the HELP Program or other supports of the McKinney-Vento program, please contact:

Gretchen Graxling

Service Coordinator, McKinney-Vento Liason/Foster Care Point of Contact

541-819-4547

[gretchen.braxling@lincoln.k12.or.us](mailto:gretchen.braxling@lincoln.k12.or.us)

For more information, please refer to LCSD Policy: [JECBD](#) & [JECBD-AR](#)

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## ONLINE LEARNING

For information about online learning options, please contact your student's school directly. They will be able to provide the most accurate list of online learning options dependant on your student's needs and age/grade level.

For more information, please also see Alternative Instructional Programs and refer to LCSD Policy: [IHGA](#)

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## STUDENTS WITH DISABILITIES

The district implements an ongoing system to locate, identify and evaluate all children birth to age 21 residing within its jurisdiction who have disabilities and need early intervention, early childhood special education or special education services (EI/ECSE). For preschool children the district is responsible for the evaluation(s) used to determine eligibility; the designated referral and evaluation agency is responsible for determining the eligibility of children for EI/ECSE services in accordance with Oregon Administrative Rule (OAR) 581-015-2100.

Related Policies:

- Students with Disabilities – Child Identification Procedures Policy: [IGBA](#) & [IGBA-AR](#)
- Educational Records for Students with Disabilities Policy: [IGBAB/JO](#) & [IGBAB/JO-AR](#)
- Participation in Regular Education Programs Policy: [IGBAE](#) & [IGBAE-AR](#)
- Procedural Safeguards Policy: [IGBAG](#) & [IGBAG-AR](#)
- Evaluation Procedures Policy: [IGBAH](#) & [IGBAH-AR](#)
- Free Appropriate Public Education (FAPE) Policy: [IGBAJ](#) & [IGBAJ-AR](#)

## TALENTED AND GIFTED

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The district is committed to an educational program that recognizes, identifies and serves the unique needs of talented and gifted students. Talented and gifted students are those who have been identified as academically talented and/or intellectually gifted.

In order to serve academically talented and intellectually gifted students in grades K-12, the district directs the superintendent to establish a written identification process. This process of identification shall include as a minimum:

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:
  - a. Students who are racially/ethnically diverse;
  - b. Students experiencing disability;
  - c. Students who are culturally and/or linguistically diverse;
  - d. Students experiencing poverty; and
  - e. Students experiencing high mobility.
4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

For more information, please refer to LCSD Policy: [IGBB](#) & [IGBBA](#)

## REGISTRATION

### STUDENT FEES, FINES AND CHARGES

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The Board recognizes the need for student fees to fund certain school activities, which are not sufficiently funded by the district. No student will be denied an education because of his/her inability to pay supplementary fees. No student, however, 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/parent 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 of possible penalties for failure to pay them.

Information and notices regarding student fines, fees and charges may also be listed in detail in our registration materials.

**The criteria listed below shall be used in developing budget needs for programs and activities and the fees where a maximum has not been set:**

1. Schools will comply with adopted statutes, specifically Oregon Revised Statute (ORS) 339.141 and ORS 337.150
2. Schools will treat all students fairly and equally, complying with District equity policies.
3. All schools will follow this standard set of procedures for assessing student fees.
4. No fees shall be charged for required and elective courses for which grades and/or credit is earned, even if supplies may eventually become the property of the student.
  - a. Students wishing maximum freedom of creativity, self-expression and personal choice may choose to select and purchase/provide their own supplies.
  - b. Interested students who do not purchase their own supplies should enroll in these courses anyway. Supplies will be made available for them by the school to complete the course requirements.
5. No fee will be charged for required field trips.
6. No fees shall be charged for textbooks that are required in the regular full-time day program.
7. Fee schedules show the maximum fee that may be charged for the specified item/activity. Based on the activity budget and needs of a school, these fees may vary in amount but may not exceed the maximum fee.
8. Towel fees are assessed with the purpose of purchasing locker room towels, operating a washer/dryer on site, and to set aside funds for future replacement of washer/dryers. This fee can only be collected if the school makes towels available to students.
9. Yearbook/Annual fees are assessed on the basis of actual cost to produce an Annual. A budget is prepared which allows for operating costs and future replacement of equipment used in Yearbook/Annual preparation.
10. Lock/hasp and locker fees are assessed to repair and replace equipment.
11. Physical education uniform fees may be charged if the student chooses not to provide his/her own uniform and one is required. Uniforms that could damage or injure property or other students are not permitted.
12. Student Body Activity Card fees are assessed to fund student activities within the school and may not be required for participation in any school activity.
13. A family that believes that payment of school fees/fines creates a severe hardship may request to waive the payment of fees or apply for available "scholarships" when eligible.

<b>Fee Schedule (maximum fee unless otherwise noted)</b>		
<b>Item</b>	<b>Middle School</b>	<b>High School</b>
Admission - Athletic Events Fees may be higher for some events if required by the OSAA/league		
Adults Includes District Staff if not working the event.	N/A	\$10.00
Senior Citizens (Age 60+)	N/A	\$5.00
Resident with Student Body Card	N/A	Free
Nonresident Students		
Age 11+	N/A	\$5.00
Age 6-11	N/A	\$5.00
Age 5 and under	N/A	Free
District Staff if Supervising	N/A	Free
Admission - Non Athletic Events	\$30.00	\$30.00
<b>Athletic Participation</b> <i>First sport per season</i>	<b>\$50.00</b>	<b>\$75.00</b>
Athletic Participation <i>Additional sport per season</i> <i>\$500 Annual Family Maximum</i>	\$120	\$160
Career/Technical Ed (CTE) Class Fee	\$5.00	\$5.00
Lock Fee	Actual Cost	Actual Cost
Locker Fee	\$5.00	\$5.00
Physical Education (PE) Uniforms	Actual Cost	Actual Cost
Planners (Fee only if not required)	Building Sets Amount	Building Sets Amount
School Supplies (Optional)	\$30	\$30
Student Body Activity Card	\$10.00	\$15.00
Towel Fee	\$5.00	\$5.00
Yearbook or Annual	Building Sets Amount	Building Sets Amount

Equipment & Textbook Damage Fines Schedule		
Item	Damage	Fee
Chromebook	Total loss Bent frame Missing or removed parts (not keyboard keys)	\$300
Chromebook	Not recovered after withdrawal	\$300
Chromebook	Multiple parts destroyed	\$300
Chromebook	Broken screen Cracked LCD	\$50
Chromebook	Keyboard Removed Keys	\$50
Chromebook	Lost/Stolen	\$300
Charging Cord	Lost Charger Broken Charger	\$35
iPad (9th gen)	Any Damage	\$300
Mobile Charging Brick	Lost/Stolen Damaged	\$50
Textbook	Writing/Marking Page	\$1 per page up to replacement cost
Textbook	Damaged Spine	\$15 if repairable
Textbook	Missing Pages	Replacement Cost
Textbook	Lost Book	Replacement Cost
Textbook	Damaged beyond repair	Replacement Cost

For more information, please refer to LCSD Policy: [JN](#)

## TRANSFER POLICY

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### Interdistrict Transfers

The following procedure will govern consideration of a request by a student who resides within district boundaries and who is requesting district approval for a transfer to attend school in another district:

1. A parent will request the release of their student by completing the appropriate district form;
2. The completed form must be submitted to the district office;

3. The Board chair, superintendent or designee will grant or deny the request for release according to established Board policy criteria and notify the parent in writing of the decision within 15 calendar days;
4. If the release is granted by mutual consent of the resident and nonresident districts, the resident district will make necessary arrangements for the transfer of the student's education records;
5. The superintendent's decision is final.

For more information, please refer to LCSD Policy: [JECF](#) & [JECF-AR](#)

### **Intradistrict Transfers (Variances)**

Students are assigned to the school in the attendance area in which they reside. A parent may request a transfer (variance) to a school outside of their child's assigned school.

Variances will only be approved during the following times of year:

- Upon the student's initial enrollment in the district;
- At the beginning of each school year (until the first Monday after the start of school each year);
- At the start of the second semester (mid-year, dates vary depending on the school calendar), and;
- When a student's legal residence changes during the school year yet remains within the district's boundary. Students may be allowed to complete the rest of the school year at the school they are currently attending. (Students will need to complete the variance process at the start of the next school year.)

When granting a variance request the school principal or their designee will consider:

1. The effect on either school involved in terms of space, programs or support facilities;
2. Any special need a student or family may have that would keep the student from being successful in his/her assigned school; and
3. Behavior, attendance and academic performance/grades criteria.

When a variance is granted, it will stay in effect through the highest grade level of the receiving school. The variance may be revoked for the following reasons:

1. The population of the school exceeds the building's capacity, either by space or staffing;
2. The student has inappropriate behavior;
3. The student has poor attendance;
4. The student has poor academic performance;
5. Consistent failure to comply with transportation requirements.

For more information, please refer to LCSD Policy: [JECC](#) & [JECC-AR](#)

# STUDENT RIGHTS & RESPONSIBILITIES

The Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with these rights are responsibilities that must be assumed by students.

Among these student rights and responsibilities are the following:

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

For more information, please refer to LCSD Policy: [JF/JFA](#)

For more information on parental rights, please refer to LCSD Policy: [KAB](#) & [KAB-AR](#)

## ASSEMBLY OF STUDENTS

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Students in the district shall have an opportunity to meet during school hours on school property, provided such meetings do not disrupt the orderly operation of the school or violate the rights of other students or staff. Students shall request permission of the principal or designee for organized and/or scheduled meetings prior to the meeting and if approved, the time, place, and supervision shall be designated.

## STUDENT DRESS CODE

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### **Dress Code Philosophy:**

Lincoln County School District's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

### **Our Values:**

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.

- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.
- Consistent expectations for the dress code and equitable enforcement of the dress code.

**Dress Code Goals:**

- Maintain a safe learning environment in classes where protective or supportive clothing/footwear is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), PE (athletic attire/shoes), or CTE (close toed shoes, hair net, etc.).
- Allow students to wear clothing of their choice that is comfortable and within the requirements of the dress code.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs, or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing gang-affiliated clothing or paraphernalia.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

For more information, please refer to LCSD Policy: [JFCA](#) & [JFCA-AR](#)

## **ELECTRONIC DEVICES (PERSONAL)**

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Student possession or use of personal electronic devices on district property, in district facilities during the school day is prohibited. Students will make sure any personal electronic devices are not seen or heard during instructional hours and stored away following school-specific rules.

Student possession or use of personal electronic devices on district property, in district facilities while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in district policy and consistent with any additional school rules established by the principal.

The district will not be liable for loss, theft or damage to personal electronic devices brought to district property or school-sponsored events.

A “personal electronic device (PED)” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. These may include, but are not limited to, personal devices such as cellphones, smart watches, iPods, MP3 players, headphones, and gaming devices.

Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules. Students shall comply with any additional school rules as established by the building principal and classroom rules concerning the appropriate use of personal electronic

devices. Personal electronic devices used in violation of law, Board policy, administrative regulation or approved school rules will be confiscated, turned into school administration or their designee, and released to the student, parent or property owner, as appropriate.

If parents wish to contact a student during the school day, they should call the school office. Thank you for minimizing distractions in the classroom.

For more information and a complete list of guidelines, please refer to LCSD Policy: [JFCEB](#) & [JFCEB-AR](#)

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## ELECTRONIC DEVICES (SCHOOL)

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Lincoln County School District provides an electronic communication system for the advancement and promotion of learning and teaching. LCSD students will:

- Receive education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites and in chat rooms;
- Complete and sign an agreement (LCSD Responsible Technology Use Student Contract-[Elementary/Secondary](#)) to abide by the district's electronic communications policy and administrative regulations;
- Follow the Student Code of Conduct, including but not limited to:
  - Not damage school property
  - Not intimidate, threaten, bully, fight, harass, roughhouse, haze, engage in horseplay or injure any student or staff member
  - Not engage in various forms of cheating or academic dishonesty
- Be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges for violations of policy.

For more information, please refer to LCSD Policy: [IIBGA](#), [IIBGA-AR](#) & [JFC-AR](#)

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## FREEDOM OF EXPRESSION

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Students have a general right to freedom of expression within the school system. The district requires, however, that students exercise their rights fairly, responsibly and in a manner not disruptive to other individuals or to the educational process. These rights include Freedom of Student Inquiry and Expression, Freedom of Association, and Student Publications, Displays and Productions.

For more information, please refer to LCSD Policy: [IB](#)

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## STUDENT SEARCHES

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District officials may search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All student searches conducted by the district shall be subject to the following requirements:

- The district official shall have individualized, “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;
  - “Past experience” and “credible information from another person” may provide a district official with “reasonable suspicion”
- The search shall be “reasonable in scope.” That is, the measures used are reasonably related to the objectives of the search, the unique features of the official’s responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Routine inspections of district property assigned to students (including lockers, desks, and other storage areas) may be conducted at any time. Students have no expectation of privacy regarding these items/areas.

When a district official has the justification to search either a particular district-owned storage area assigned to a student or the clothing or the personal property of a student, the official has the option of making a search or asking the student to voluntarily provide the item(s) sought. Before making a search, the official should ordinarily ask for the student’s voluntary consent by requesting the student to empty the contents of the storage area, clothing or personal property. If the student refuses consent for his/her personal property, the official may elect to contact the student’s parents to obtain consent for the search of personal property.

### **Student Vehicles**

Student vehicles may be parked on district property on the condition that the student and his/her parent(s) allow the vehicle and its contents, upon reasonable suspicion/risk of immediate serious harm, to be examined. If a student or parent(s) refuses to allow access to a vehicle when requested under the circumstances described above, the student’s privilege of bringing a vehicle onto district property will be terminated. Law enforcement officials may be notified.

For more information, please refer to LCSD Policy: [JFG](#) & [JFG-AR\(1\)](#)

## **USE OF RESTRAINT OR SECLUSION**

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Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors, or volunteers of the district. Restraint may be imposed on a student in the district only under the following circumstances:

- The student’s behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
- Less restrictive interventions would not be effective.

Seclusion may be used on a student in the district only under the following circumstances:

- The student’s behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
- Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator, or volunteer, it will be used only for as long as the student's behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

For more information, please refer to LCSD Policy: [JGAB](#) & [JGAB-AR\(1\)](#)

## TRANSPORTATION

School transportation services will be provided for students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the district, transporting from one school or facility to another and school-sponsored field trips that are extensions of classroom learning experiences. Transportation will be provided for homeless students to and from the student's school of origin as required by the Every Student Succeeds Act (ESSA). Services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the Superintendent.

For more information, please refer to LCSD Policy: [EEA](#)

### BUS SAFETY PROGRAM

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Instruction in school bus safety and emergency evacuation procedures and behavioral expectations is provided yearly for all students. This instruction includes:

- Safe school bus riding procedures, including but not limited to loading, unloading, crossing etc;
- Use of emergency exits and evacuation of the school bus in case of emergency, including participation in actual evacuation drills;
- Instruction on the bus behavioral expectations.

For more information, please refer to LCSD Policy: [EEAC](#)

### BUS SCHEDULES AND ROUTES

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Actual bus stops and routes will be determined in cooperation with the transportation provider and will be based upon efficiency, safety, Board policy and applicable state and federal laws and rules. The determination of safe roads for school bus travel will be made in cooperation with the transportation provider. Bus schedules and routes will be published at registration and updated as needed throughout the year.

For more information, please refer to LCSD Policy: [EEAB](#)

### STUDENT CONDUCT & DISCIPLINE ON BUSES

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While riding the school bus, a student's conduct will be subject to all LCSD policies and rules, including the Student Code of Conduct (See Board Policy [JFC-AR](#)) and Student Conduct on School Buses (See Board Policy [EEACC](#)). Expectations for student conduct on school buses will be posted in a conspicuous place in all buses.

Penalties and disciplinary procedures for violations of bus expectations are included in the Student Code of Conduct (See Board Policy [JFC-AR](#)) and may also include suspension and/or expulsion from district-approved transportation services. "Suspension" means any disciplinary removal, other than expulsion, for up to 10 school days. "Expulsion" means any disciplinary removal beyond 10 school days up to one calendar year.

For more information, please refer to LCSD Policy: [EEACC-AR](#)

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## **VIDEO CAMERAS ON TRANSPORTATION VEHICLES**

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Video cameras may be used on district transportation vehicles transporting students to and from curricular and extracurricular activities. The district will comply with provisions of state and federal law regarding education record requirements including the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act as applicable to the district's use of video recordings.

For more information, please refer to LCSD Policy: [EEACCA](#) & [EEACCA-AR](#)

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## **STUDENT VEHICLE USE & SCHOOL PARKING LOTS**

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All students who drive vehicles to school are subject to parking and driving rules developed by the principal. The district may require all students parking vehicles on district property on a regular basis to show evidence that the student driving the vehicle holds a valid driver's license, the vehicle is currently registered and that the student driving is insured. Student Vehicle Use/Parking Contracts may be required to be completed by school administrators outlining school specific parking and driving rules and expectations. Student vehicles parked on district property may be subject to searches (See Board Policy [JFG-AR](#)).

Parking privileges, including driving on district property, may be revoked by the principal for violations of Board policies, administrative regulations or school rules. In accordance to school specific rules, students may be required to complete a building parking form and/or be assigned a parking spot.

Except in unusual circumstances, when transportation to an event is provided by the district, student participants shall not be transported in any other manner. If unusual circumstances do exist: Patrons and staff members may use their privately-owned vehicles to transport students to a school-sponsored event when the principal has given written permission prior to the event and all precautions have been addressed.

Students may, at times, be permitted to transport themselves in their private vehicles to co-curricular activities when the principal has given permission prior to the co-curricular activity. Participation in the co-curricular activity is voluntary and Lincoln County School District is not always directly supervising, controlling, providing the student's transportation. All applicable precautions

must be addressed. Students may only provide transportation for themselves (no passengers) to any co-curricular activity within the school day. The Co-Curricular Permission Form and the Co-Curricular Activity List must be used as parent/guardian notification of co-curricular activities.

For more information, please refer to the following policies:

- a. [JFC-AR](#): Student Code of Conduct
- b. [JHFD](#): Student Vehicle Use
- c. [JFG](#) & [JFG-AR](#): Student Searches
- d. [EEAE](#) & [EEAE-AR\(1\)](#): Student Transportation in Private Owned Vehicles

## VISITORS

The Board encourages parents and other district citizens to visit the school and classrooms to observe the work of students, teachers and other employees. Such visitations should be prearranged. To ensure that no unauthorized persons enter a school, all visitors will report to the school office when entering and will receive authorization to visit elsewhere in the building.

Any unauthorized person on school property will be reported to the principal or superintendent. The person may be asked to leave. Law enforcement may be called if the situation warrants such measures.

For more information, please refer to LCSD Policy: [KK](#) & [KK-AR](#)

## VOLUNTEERS

Lincoln County School District is blessed with an abundance of volunteers who bring their enthusiasm, great ideas, and expertise into our schools each day. Parents, grandparents, and community volunteers have long been important figures in our schools. Sharing their time and talents with students. Lending a helping hand to teachers and school staff. Our volunteers help in countless ways!

To volunteer in our schools, you must fill out an online application, pass a criminal background check, and successfully complete the online [SafeSchools](#) training course.

Visit or call your neighborhood school today to find out how you can become a valuable member of the LCSD Volunteer Team!

For more information, please refer to LCSD Policy: [IICC](#), [IICC-AR](#) or [District Website](#)