

Agenda

Wednesday, September 10, 2025 7:00 PM

Winston-Dillard School District, 620 NW Elwood St, Winston, OR 97496

1. **Call To Order**

2. **Pledge of Allegiance**

3. **Roll Call - Establishment of a Quorum**

4. **DHS Student Report**

5. **SUPERINTENDENT REPORT**

5.A. Enrollment

5.B. Economic Forecast

6. **Directors Report**

7. **ITEMS OF DISCUSSION**

7.A. OSBA Recommended Policy Updates - Ist Reading

7.B. Annual Title 1 Parent Notification

7.C. Integrated Grant Annual Report

7.D. OSBA Roadshow October 21, 2025 at Douglas ESD

7.E. 2025 OSBA Annual Convention November 6-8, 2025
Portland Or

7.F. 2025-26 Student Handbooks

7.G. Field Trip requests

8. **ADOPTION OF CONSENT AGENDA**

8.A. Financial Statement

8.B. Minutes

8.B.1. August 13, 2025 Regular Session

8.C. Personnel

8.C.1. Accept resignation from Kathy Burnham,
WMS Sped Teacher effective September 5, 2025.

8.D. Recommended Student Inter-District Transfers
for the 2025-26 School Year

8.E. Donation

8.E.1. Thank you from WDSB to First American
Title for school supplies, approximate value at
\$300.00.

8.F. Adoption of Consent Agenda Motion

9. ACTION ITEMS

9.A. Winston Area Community Partnership (WACP):
Afterschool Youth Program Teen Center

10. COMMUNICATIONS

11. FOR THE GOOD OF THE ORDER

12. ADJOURNMENT

13. UPCOMING

13.A. Regular Session at WDSB District Office
Board Room on October 8, 2025 at 7:00 pm.

Winston-Dillard School District Student Enrollment 2025-26											
Grade Level	Head CT										
	6/6/2025	9/5/2024	9/9/2025								
K	97		85								
1	96		101								
2	89		97								
3	105		85								
4	99		110								
5	102		103								
Elem School Total	588	571	581								
6	108		101								
7	92		108								
8	111		95								
Middle School Total	311	308	304								
9	83		107								
10	82		88								
11	94		75								
12	68		92								
DAS	52	47	43								
High School Total	379	367	405								
Total Enrollment	1278	1246	1290								
6/6/2025											
Elementary Schools	PK	K	1	2	3	4	5	DAHS			
McGovern - 235	0	0	0	0	79	80	76	9	0		
Brockway - 222(PK278)	52	78	78	70	0	0	0	10	2		
Lookingglass -127(PK145)	18	19	18	19	26	18	27	11	17		
Total	70	97	96	89	105	98	103	12	24		
9/9/2025											
Elementary Schools	PK	K	1	2	3	4	5				
McGovern -237	0	0	0	0	71	81	85				
Brockway - 222(PK276)	54	61	84	77	0	0	0				
LES -121 (PK 139)	18	24	17	20	14	28	18				
Total	72	85	101	97	85	109	103	Total	43		

September 10, 2025

Dear Winston Dillard School Board,

We received the State's first quarter economic forecast on August 27, 2025, which has definite areas of concern but is not as urgent or intense as initially anticipated. Here are four essential points that I would like to share with you:

- Economic growth is slowing, but a recession is not imminent.
- The General Fund and Lottery resources available for the 25-27 biennium are down \$954.7 million, which is a 2.4% decrease.
- The passage of Federal House Resolution 1 (H.R. 1) includes federal tax cuts which impacts Oregon's personal and business income taxes. When taxable income is reduced due to changes in the federal tax code, Oregon's taxable income is also reduced, and this results in reduced state tax collections. To compound things further, the Oregon unemployment claims have increased to just over 5% which is the highest since 2021.
- The Corporate Activity Tax forecast for the 25-27 biennium shows a slight decrease of about \$4.3 million. This could impact the Student Success Act, but there is a large reserve of \$100 million that does not require action from the Governor or Legislature.

In summary, there are three key takeaways:

- This news means that it is time to plan, not panic. Oregon maintains a healthy reserves of \$3.49 billion, and there are still 21 months left in the current budget cycle. Much can change in that span of time, and this advance notice gives us the opportunity to prepare.
- **We are not alone.** Our partners continue to provide timely information and advocate for strong educational funding to support K–12 education in Oregon.
- Academic and mental health challenges have not diminished. As a district, our highest priority is the health and well-being of our students. We cannot overlook prioritizing these needs during budget discussions and strategic planning.

Thank you for taking the time to read this update regarding the State's Economic Forecast. I am hopeful that our collective understanding of these challenges will help guide our decisions and advocacy efforts. As Superintendent, I will continue to model the highest level of transparency by sharing any and all updates related to the Oregon State Economic Forecast and its impact on school district funding as they develop.

Sincerely,

Kevin Wilson



Summary

JFCEB – Personal Electronic Devices, Required

JFCEB-AR – Request for Personal Electronic Devices Exception, Optional: Recommend with changes

JFCEB (versions 1,2 &3)– Personal Electronic Devices and Social Media, **Delete**

BHD – Board Member Stipends and Reimbursements, Optional: Recommend with changes

CEA – Educational Equity Advisory Committee, Optional: Recommend with changes

G CBD/GDBD – Sick Leave, Personal Illness and Injury Leave * Optional: Recommend with changes

GCBDE/GDBDE – Military Leave of Absence, Optional: Recommend with changes

IF – District Curriculum, Optional: Recommend with changes

IF – District Curriculum Version 2 **Delete**

IGBAB/JO-AR – Education Records/Records of Student w/Disabilities, Required

IGBHD – Program Exemptions: Recommend with Changes

IIA – Instructional Materials: Recommend with changes

IIA-AR (1) – Instructional Materials: Recommend with changes

IIA-AR(2) – Reconsideration of Core Instructional Materials, Optional: Recommend with changes

IIA-AR(3) – Reconsideration of Supplemental Instructional Materials, Optional: Recommend with changes

IIA-AR(4) – Reconsideration of Library Materials In a School or Classroom Library, Optional: Recommend with changes

IIA-AR(5) – Request for Reconsideration of Instructional or Library Materials Form, Optional: Recommend with changes

IIA-AR(6) – Independent Adoption of Core Instructional Materials, Optional – Recommend with changes

JHCA – Immunization, School Sports Participation, Concussion and other Brain Injuries: Recommend with changes

JOA – Directory Information, Required

OSBA Model Sample Policy

OK - review

Code: JFCEB
Adopted:

Personal Electronic Devices */**

{This policy is required by ORS 336.840 and EO 25-09. EO-25-09 requires policy to be adopted and in place by October 31, 2025, with full implementation by January 1, 2026.}

Student ~~[possession or]~~ use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours, except as provided below. ~~[Personal electronic devices can be used when students are not on school grounds and are not under the supervision of school personnel (other than a school bus driver).¹]~~

Except as otherwise provided in this policy, “personal electronic device” means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school’s network infrastructure.² This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

Personal electronic devices may be used when use complies with the terms of:

1. The student’s medical provider’s order for the care and treatment of a medical condition;³
2. The student’s individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);⁴
3. A written exemption provided for the student based on a request received in JFCEB-AR. School administration will respond to such a request within ~~10~~¹² school days.⁵

Personal electronic devices ~~[must be placed in district-provided pouches or storage]~~ [may be kept by students in lockers or backpacks, but personal electronic devices are not to be stored on the student’s person or in the student’s clothing] ~~[may be stored on the student’s person, but may not be used]~~ during regular instructional hours.

¹ ~~If students are under the supervision of school personnel other than a school bus driver, the use of personal electronic devices is prohibited during regular instructional hours.~~ ODE’s guidance, *Fostering Student Learning, Well-Being, and Belonging* provides that districts have discretion related to field trips. The district could include language regarding field trips here.

² ODE’s guidance, *Fostering Student Learning, Well-Being, and Belonging* provides “This includes personal electronic devices that can make calls, send texts, or access the internet via cellular data are restricted. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds. This does not include laptop computers or other devices required to support academic activities.”

³ JFCEB-AR must be submitted to the building administrator, along with a copy of the order.

⁴ If use of the personal electronic device is included in the individualized education program or education plan, JFCEB-AR submission is not required.

⁵ JFCEB-AR must be submitted to the building administrator.

Students in violation of this policy will be subject to disciplinary action. Discipline for mere possession or use of a personal electronic device may not include loss of instructional time for the student (including suspension or expulsion), but could include ~~[detention, Saturday school, a change to storage requirements, etc. ⁶]~~. However, if the actions taken by a student violate another conduct policy, the student may be subject to discipline up to and including expulsion.⁷ Steps may include:

1. First Instance of Noncompliance: staff will give the student a verbal reminder of the policy and expectations to reinforce appropriate use of personal electronic devices;
2. Second Instance of Noncompliance: the device will be temporarily confiscated and held in the front office until the end of the school day. Parents or guardians will be notified, and a meeting with school administration may be scheduled to discuss ways to support the student;
3. Third Instance of Noncompliance: the device will again be temporarily held, and parents or guardians will be informed. A meeting with school administration and family will be arranged to review the policy and plan for improved compliance;
4. Beyond Third Instance of Noncompliance: ~~If~~ noncompliance continues, schools will determine additional appropriate consequences, always prioritizing keeping students in class and engaged in learning.⁸

Necessary communications during the school day while on school grounds between students and parents or guardians can be made through the school office.

The superintendent or designee shall ensure this policy is posted on the district website and made available to district personnel, students, parents, guardians, partners who are in school buildings during the school day, and the Oregon Department of Education.

In accordance with ORS 336.840, students may be allowed to use personal electronic devices⁹ that support academic activities and independent communications¹⁰, except as prohibited by this policy. In academic activities in which a personal electronic device is required as part of the curriculum, students may be allowed, but not required to use their own personal electronic devices for that portion of the curriculum. Students using their own device must be granted access to any applications or electronic materials that are available to students who do not use their own personal electronic devices. These applications must be free of charge if students who do not use their own devices have access free of charge.

⁶ Correction may include requiring a student to store their device in a classroom storage space instead of in the backpack.

⁷ For example: a student could be disciplined with lost instructional time for using a personal electronic device to bully another student or for accessing inappropriate content. Discipline will be in accordance with Board policies.

⁸ From guidance from the Oregon Department of Education. Consider whether these procedures apply at all grade levels and whether this much detail is desired in policy.

⁹ The use of “personal electronic device” in this paragraph comes from ORS 336.840, which does not define the term. However, the definition in EO 25-09 wouldn’t necessarily apply. Consequently, items like laptop computers or other devices required to support academic activities would likely be considered personal electronic devices within this paragraph.

¹⁰ “Independent communication means communication that does not require assistance or interpretation by an individual who is not part of the conversation, but that may require the use or assistance of an electronic device. ORS 336.840(1).

Requests for exemptions to this policy can be processed in accordance with JFCEB-AR – Request for Personal Electronic Devices Exemption. Appeals can be filed ~~with the superintendent~~ in accordance with KL-AR(1) – Public Complaint Procedure.

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

~~This policy takes effect on January 1, 2026.~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.840](#)

Oregon Executive Order 25-09

OSBA Model Administrative Regulation

Code: JFCEB-AR
Revised/Reviewed:

OK

Request for Personal Electronic Devices Exception

A parent or guardian may request an exception to the personal electronic device prohibition by submitting the following form to the principal:

Name of student: _____ Grade: _____

School: _____

If the reason for the request is included in the student's individualized education program, as defined in ORS 343.025 or an education plan developed for the student in accordance with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, this form is not required.

This request is:

- In compliance with the student's medical provider's order for the care and treatment of a medical condition (attach a copy of the order);
- Accommodate the individual circumstances of the student;
- Further specific educational outcomes for the student.

Exemption requested (describe the requested possession or use of a personal electronic device to be allowed and reason for the requested exemption):

Duration for requested exemption: _____¹

Signed: _____ Date: _____

Parent or guardian name: _____

Parent or guardian phone: _____ Email: _____

For Completion by School Administration

Request: Granted Expiration of exemption: _____
 Denied Reason for denial: _____

¹ The maximum duration of an exemption is ~~one year~~ the end of the current school year ~~the end of the student's enrollment at this school~~.

More information needed. Please submit by [date] for reconsideration.

Signed: _____ Date: _____

School administration will consult with a school nurse when appropriate. School administration decisions will be issued and communicated to the parent or guardian within 10 school days of receipt and can be appealed to the superintendent within 10 days of issuance. The superintendent's decision will be final. Denied requests may be resubmitted if circumstances change or after 12 months, whichever is earlier.

Guidelines for exemption consideration:

1. Exemptions should only be approved for legitimate needs of students and their families, not mere convenience;
2. Exemptions should be consistently granted in a non-discriminatory manner;
3. Exemptions should be limited to address the specific need, with limitations communicated to the student regarding other possession and use;
4. Exemptions should only be approved when other communication methods and device availability (school phones, laptops, computers, available internet, etc.) are not adequate for the specific need;
5. Exemptions should be communicated to necessary staff in a way that protects student privacy;
6. Exemptions should minimize disruption to other students, staff and the educational environment.

OSBA Model Sample Policy

College
Accredited

D

JFCEB

Personal Electronic Devices and Social Media**

(Student may possess a personal electronic device)

(Version 1)

Students may be allowed to use and possess personal electronic devices on district property and at district-sponsored activities. Provided such devices are not used in any manner that may disrupt the learning environment or district-sponsored activities, or violate Board policies, administrative regulations, school or classroom rules, state and federal law.¹

[As used in this policy, a “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.]

If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.

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

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

The superintendent is directed to develop administrative regulations and/or approve school rules as necessary to ensure that student use of such devices is consistent with this policy. Administrative regulations may include grade- or age-level possession and/or use restrictions by students on district property and at district-sponsored activities; consequences for violations; a process for responding to a student’s request to use a personal electronic device, including an appeal process if the request is denied; and such other provisions as the superintendent may deem necessary. The superintendent is responsible for ensuring that pertinent provisions of Board policies, administrative regulations and school rules governing personal electronic devices are included in staff handbooks and student/parent handbooks, reviewed annually and updated as necessary.

END OF POLICY

¹ The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

Legal Reference(s):

D
[ORS 332.107](#)

[ORS 336.840](#)

Copyrights, 17 U.S.C. §§ 101-1332 (2012); 19 C.F.R. Part 133 (2017).

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OSBA Model Sample Policy

College
Accredited

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JFCEB

Personal Electronic Devices and Social Media**

(Student may possess a personal electronic device with certain restrictions)

(Version 2)

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

[A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.]

[“Independent communication” means communication that does not require assistance or interpretation by an individual who is not part of the communication but that may require the use or assistance of an electronic device.]

Personal electronic devices shall be turned off during instructional or class time[, during passing times between classes] or at any other time where such use of the device would cause a disruption of school activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in district-sponsored activities, unless as expressly authorized in advance by the principal or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities and independent communications.

If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices, for curriculum.

A process for responding to a student’s request to use a personal electronic device, including an appeal process if the request is denied, will be provided.

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities.

Students may not use district equipment to access social media websites, while on district property or at district-sponsored activities unless the access is approved by a district representative. The district will not be liable for information or comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior principal or designee approval or when use is provided for in a student’s individualized education program (IEP).

Students are subject to 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 policy¹. A referral to law enforcement officials may also be made. Personal electronic devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student's parent or property owner, as appropriate.

The superintendent shall ensure that the Board's policy and any subsequent school rules developed by building administrators are reviewed and approved in advance to ensure consistency with this policy and that pertinent provisions of policy and school rules are communicated to staff, students and parents through building handbooks and other means.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.840](#)

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2017).

¹ The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

OSBA Model Sample Policy

Code: JFCEB
Adopted:

D

Personal Electronic Devices and Social Media**

(Student may not possess a personal electronic device)

(Version 3)

Student possession or use of personal electronic devices and social media on district property, in district facilities during the school day and while the student is in attendance at district-sponsored activities is prohibited. Exceptions may be made with prior superintendent or designee approval for health, safety or emergency reasons or when use is provided for in a student’s individualized education program (IEP). Students may not use district equipment to access social media websites, while on district property or at district-sponsored activities unless the posting is approved by a district representative.

[A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.]

Devices attached to, or stored in a student vehicle parked on district property will be exempt from this policy, provided the device is not removed from the vehicle while on district property.

Students in violation of this policy will be subject to disciplinary action up to and including expulsion.¹ The superintendent shall ensure that the Board’s policy is communicated to staff, students and parents through building handbooks and other such means. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.840](#)

Copyrights, 17 U.S.C. §§ 101- 1332; 19 C.F.R. Part 133 (2012).

¹ The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

OSBA Model Sample Policy

Code: JFCEB-AR
Revised/Reviewed:

D

Personal Electronic Devices and Social Media

Students may use and possess personal electronic devices on district grounds subject to the following:

1. Personal electronic devices shall not be used in a manner that disrupts the educational process, school program activities, or in a manner that violates law, Board policy, administrative regulation or school rules;¹
2. [Unless as stated in advance by the [principal] or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day. Personal electronic devices may be used during the student's lunch break. They may not be used at any time in the proximity of any class, school activity or event that may be in session or in progress during those times;]
3. Personal electronic devices which have the capability to take photographs or record video or audio, shall not be used for such purposes while on district property or at district-sponsored events unless as expressly authorized in advance by the [principal] or designee;
4. The district shall not be responsible for loss, theft or damage to personal electronic devices brought to district property or district-sponsored events;
5. Personal electronic devices may be used as electronic study aids during the school day if provided as a part of a student's individualized education program (IEP) or if permission is received from the student's teacher;
6. The use of personal electronic devices in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited;
7. The use of personal electronic devices in any manner that violate the confidentiality or privacy rights of another individual is strictly prohibited;
8. Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal concerning the appropriate use of personal electronic devices;

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¹ The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

9. 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 returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate;

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

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OSBA Model Sample Policy

OK?

Code: BHD
Adopted:

Board Member ~~Compensation and Expense~~ Stipends and Reimbursements

{Board members likely have a potential conflict of interest when voting on this policy, as this decision “could be to the private pecuniary benefit or detriment of the Board member.” The adoption of this policy does not mean that a stipend or reimbursement will be paid: any stipend or reimbursement is contingent upon further action of the Board. In order to comply with a potential conflict of interest, Board members must declare the potential conflict of interest at each Board meeting in which this policy is being considered and can then participate in the discussion and vote. Declarations of conflicts should be included in the minutes of the meeting.}

Board members may receive a stipend for their service in accordance with state law and the Board-adopted district budget.¹ ~~[The amount of the stipend is limited to the amount included in the budget.]~~² The stipend amount will be approved by resolution of the Board.³ Board members may choose not to accept the stipend by notifying the business office. Stipends will be issued ~~(monthly)~~ and may be pro-rated for service for incomplete months. Stipends will be paid in accordance with the district’s business practices.⁴ Board members are responsible for any tax obligations resulting from the stipends.

~~No~~ Board members ~~will receive any compensation for services other than~~ may be reimbursed for approved expenses actually incurred on district business. Such expenses may include the cost of attendance at meetings, conferences or visitations when such attendance has been approved by the Board.

The superintendent will establish and communicate procedures regarding submission of expenses for reimbursement.

When paid admission is required of the public, Board members may be reimbursed for attending district events and other activities when their attendance is consistent with board responsibilities and district operations. (See Board policy DFEA - Admission to District Events) The district will establish accounting procedures consistent with this policy.

END OF POLICY

¹ After declaring an actual conflict of interest during meetings in which the budget is being discussed, Board members are allowed to discuss and vote on the district’s budget that includes providing compensation of benefits to themselves or relatives in accordance with Senate Bill 983 (2025).

~~² The maximum amount [of the monthly stipend] will be limited to the total amount budgeted, divided by the total number of Board members[, divided by 12]. Stipend amounts are also limited by ORS 332.018(3).~~

³ Because Board members likely have an conflict of interest when approving an annual resolution, the Board may need to approve multiple resolutions, each applying to fewer than a quorum of the Board.

⁴ {Districts are encouraged to work with business professionals regarding the procedures and tax implications of providing stipends.}

Legal Reference(s):

[ORS 244.020](#)

[ORS 244.040](#)

[ORS 332.018\(3\)](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

[Senate Bill 983 \(2025\)](#)

OSBA Model Sample Policy

OK

Code: CEA
Adopted:

Educational Equity Advisory Committee

The duties of the district's educational equity advisory committee¹ shall include:

1. Advising the superintendent about the educational equity impacts of policy decisions; and
2. Informing the superintendent when a situation arises in a district school that negatively impacts underrepresented students and advising the superintendent on how best to handle that situation.

The superintendent may act within the superintendent's authority on any recommendations of the educational equity advisory committee without approval from the Board. The superintendent does not have the authority to adopt or amend policy.

The educational equity advisory committee may prepare an annual report that:

1. Contains the following information:
 - a. The successes and challenges the district has experienced in meeting the educational equity needs of students in the district;
 - b. Recommendations the committee made to the superintendent, and the actions that were taken in response to those recommendation; and
 - c. Any other information required by the State Board of Education.
2. Is shared with the Board:
 - a. By the superintendent; and
 - b. If requested by the Board, by the committee as a presentation by the committee at a Board meeting.
3. Is made available by being:
 - a. Distributed to the parents of district students;
 - b. Posted on the district's website; and
 - c. Sent to the State Board of Education.

The educational equity advisory committee shall be selected and appointed by the superintendent and must be composed of parents, employees, students and community members from the district. For the purposes of selecting members, the superintendent:

1. Shall solicit names of possible members from the community;

¹ The district can name this committee something else. If the district chooses to do so, use consistent language throughout.

2. Must ensure that membership is primarily representative of underserved student groups;
3. May not exclude or deny members based on language, immigration status or protected class, including age, disability, national origin, race, color, marital status, religion, sex, sexual orientation, or gender identity;
4. May not appoint a voting member of the Board or the superintendent to the educational equity advisory committee; and
5. Must ensure that the composition of an educational equity advisory committee elevates underrepresented parent, employee, student, and community member voices.

The district will provide sufficient support to educational equity advisory committee members to participate in meetings, including, but not limited to access to district-managed emails, translation and interpretation services, and relevant trainings.

A member of the educational equity advisory committee will also serve on the school district budget committee.²

END OF POLICY

Legal Reference(s):

[ORS 328.542](#)
[ORS 329.711](#)

[ORS 332.107](#)
[OAR 199-050-0010](#)

[OAR 581-022-2307](#)

House Bill 2453 (2025)

² The district is not required to add an educational equity advisory committee member to the budget committee until there is a non-board member vacancy on the budget committee.

OSBA Sample Policy

Code: GCBD/GDBD
Adopted:

ok

Sick Leave - Personal Illness and Injury Leave *

Sick leave entitlement is allowed to accrue at the rate of 10 days each school year for each “school employee¹” for personal illness or injury ~~will accrue at the rate of 10 days each year~~ or one day per month employed, whichever is greater, as provided by Oregon ~~Revised Statutes~~ law. Twelve-month employees will accrue 1 day per month or 12 days each year. ~~[All other employees who work less than 12 months will receive 1 day per month.]~~

In accordance with state law, this leave will accumulate without limit.

~~The district reserves the right [after five consecutive days of absence,] to require proof of personal illness or injury from all employees, including a medical examination by a physician chosen and paid for by the district.~~ Sick leave in excess of five consecutive work days shall require a certificate from the employee’s attending physician, naturopathic physician or practitioner that the employee’s illness or injury prevents the employee from working. Any employee refusing to submit to such an examination or to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.

Other paid and unpaid leaves will be determined by the district’s collective bargaining agreements.

All medical information will be kept confidential, in a separate file from personnel records, and released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

Sickness or other unavoidable circumstances that prevent a teacher from teaching 20 school days immediately following exhaustion of sick leave accumulated under Oregon law, the Board will ~~result in the teacher being placed~~ place the teacher on unpaid leave for the remainder of the regular school year or until the teacher’s disability is removed and they are able to return to work. If the teacher is still unable to return to work the following August 1, the Board may terminate the teacher’s employment, subject to state and federal laws regarding family ~~illness~~ and medical leave.

All district-paid employee benefits, such as health and dental insurance, will cease on the last day of the month in which employment is terminated, or the staff member is placed on unpaid leave, unless the unpaid leave is in conjunction with state or federal ~~family medical leave~~ law. The staff member will be informed of their rights to remain a part of the district benefit plan at personal expense.

~~Any worker who has sustained a compensable personal injury or illness and is disabled and unable to perform essential job functions, will be reemployed at such time as a physician issues a Fitness for Duty Certification. Such rights of reemployment are subject to seniority rights and other restrictions of the collective bargaining agreement between the employer and employee bargaining unit.~~

END OF POLICY

¹ “School employee” includes all employees of the district.

Legal Reference(s):

[ORS 332.507](#)
[ORS 342.545](#)

[ORS 342.610](#)
[ORS 659A.043](#)

[ORS 659A.046](#)
[OAR 581-022-2405](#)

Knapp v. North Bend, 304 Or. 34 (1987).

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (~~2012~~2024).

Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (~~2012~~2024).

Americans with Disabilities Act-~~of 1990~~/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (~~2012~~2024); 29 C.F.R. Part 1630 (~~2016~~2025); 28 C.F.R. Part 35 (~~2016~~2025).

Family and Medical Leave Act-~~of 1993~~, 29 U.S.C. §§ 2601-2654 (~~2012~~2024); Family and Medical Leave Act-~~of 1993~~, 29 C.F.R. Part 825 (~~2016~~2025).

~~Americans with Disabilities Act Amendments Act of 2008.~~

OSBA Sample Policy

ok

Code: GCBDE/GDBDE

Adopted:

Military Leave of Absence

The district will grant military leave of absence to an employees on duty¹ with a uniformed service² in accordance with applicable state and federal law. An Eemployees requesting military leave is required to provide written notice as soon as practicable following notification of military call up or reservist duty, unless precluded by military necessity.

An employee may apply for Mmilitary leave³ ~~exceeding 15~~ of absence from duties for up to 21 work days ~~is unpaid leave~~ in any one training year⁴ or in accordance with ORS 408.290. An Eemployees may use any accrued vacation or similar leave during the period of service exceeding ~~15~~ 21 days. Military leave shall be in addition to any other leave the employee is entitled.

While on military leave, the employee will receive the same benefits as other employees on leave, as well as the following:

1. The employee may continue enrollment in the district's health insurance plan. During the first 18 months of leave, the employee may be required to pay any employee ~~contribution~~ contributions required of other employees on a leave of absence. If the leave extends beyond 18 months, the employee will be required to pay not more than 102 percent of the full premium;
2. Upon return from military service, the district will give retroactive employer contributions to the Public Employees Retirement System on the same basis as if the employee had not left, provided the employee was an enrolled member at the time of the leave. The employee may repay any required employee contributions over a period of three times the military service leave period or five years, whichever is less.

An employee on duty with a uniformed service is entitled to reemployment for a maximum of five years, unless retained on active duty because of war or national emergency. An individual returning from military leave shall notify the district of their intent to return to the district as follows:

¹ "Duty" means the performance of duty on a voluntary or involuntary basis in a uniformed service and includes active duty, ~~active duty for training, initial active duty for training,~~ or inactive duty training, state active duty, ~~full-time~~ U.S. National Guard duty, U.S. Armed Forces duty and absence to determine fitness for duty.

² "Uniformed service" means being a member of the ~~U.S. Armed Forces, the~~ U.S. National Guard, National Guard Reserve or of any reserve component of the U.S. Armed Forces, or of the commissioned corps of the U.S. Public Health Service and any other category of persons designated by the President in time of war or national emergency.

³ The employee may use military leave without loss of time, pay or regular leave if the employee has been employed by the district for six months or more.

⁴ "Training year" means the federal fiscal year for any particular unit of the National Guard or a reserve component.

1. An ~~E~~mployees who ~~are~~is a veterans ~~and~~or reservists returning from training must only inform the district of their training obligations and report back at the next regularly scheduled working period;
2. An ~~E~~mployees returning from active duty must notify the district of their intention to return to their former jobs within 90 days ~~of~~after the employee is ~~release~~relieved from duty, or from hospitalization continuing after discharge for a period of not more than one year.

An individual reemployed under this policy is entitled to the seniority and other currently existing rights and benefits the individual had when service started, plus the additional seniority and similar rights and benefits that would have been accrued if employment had been continuous.

This policy does not apply if the employee has been separated from service with a dishonorable or bad conduct discharge or under other than honorable conditions.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)
[ORS 408.238](#)
[ORS 408.240](#)

[ORS 408.270](#)
[ORS 408.290](#)
[ORS 659A.082](#)

[ORS 659A.086](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, 42 U.S.C. §§ 300bb-1-300bb-8 (~~2012~~2024).

I.R.C., U.S.C. 26 § 4980B(f)(4) (~~2012~~2024).

Employment and Reemployment Rights of Members of the Uniformed Services, 38 U.S.C. §§ 4301-4334 (~~2012~~2024).

OSBA Model Sample Policy

OK

Code: IF
Adopted:

District Curriculum ~~Development~~ (~~Version 1~~)

The Board believes it is necessary to continually develop and modify the district’s curriculum to meet changing needs in technology and fields of knowledge and to assure the full, rounded and continuing development of students. While keeping with the requirements of state law, the Board authorizes the superintendent, in consultation with staff, parents and the community, to review the curriculum ~~periodically~~ and to advise the Board on needed curriculum changes. ~~Decision making within the curriculum review process should also be based on reliable data collected through a comprehensive assessment of needs. The assessment should include, but is not limited to, evaluation of student performance using appropriate measurement tools and procedures, surveys of parent perceptions and professional staff recommendations.~~

The Board or a committee or administrator responsible for making a decision for regarding the use of, textbooks or other instructional materials must not prohibit the use of or refuse to approve the use of textbooks or instructional materials on the basis that the textbooks or instructional materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 332.075\(1\)](#)
[ORS 336.035](#)
[ORS 336.067](#)
[ORS 337.260](#)

[ORS 659.850](#)
[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-022-2000](#)
[OAR 581-022-2030](#)

[OAR 581-022-2250](#)
[OAR 581-022-2300](#)
[OAR 581-022-2305](#)
[OAR 581-022-2310](#)
[OAR 581-022-2315](#)

Senate Bill 1098 (2025)

OSBA Model Sample Policy

OK

Code: IF
Adopted:

D

Curriculum Development (Version 2)

OSBA is removing this sample policy to keep only one version.

The Board recognizes that to improve the quality of instructional programs and to respond to changing societal and community needs, it cannot permit the curriculum to remain static. The Board deems it essential that the district develop and implement an instructional management system which will modify curricula to meet changing needs, ensuring quality educational programs serving each individual student's interests.

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While the Board retains its full rights and responsibilities under the laws and regulations of the state of Oregon with regard to determining curriculum, it authorizes the superintendent to organize committees and other structures which would be responsive and representative in planning curriculum improvements and be effective at implementing approved changes.

Decision making within the curriculum improvement process should be based on reliable data collected through a comprehensive assessment of needs. The assessment should include, but is not limited to, evaluation of student performance using appropriate measurement tools and procedures, surveys of parent perceptions and professional staff recommendations.

L

END OF POLICY

Legal Reference(s):

- [ORS 329.025](#)
- [ORS 332.075](#)
- [ORS 336.067](#)
- [OAR 581-021-0045](#)

- [OAR 581-021-0046](#)
- [OAR 581-022-2000](#)
- [OAR 581-022-2030](#)
- [OAR 581-022-2250](#)

- [OAR 581-022-2300](#)
- [OAR 581-022-2305](#)
- [OAR 581-022-2310](#)
- [OAR 581-022-2315](#)

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OSBA Model Sample Administrative Regulation

OK

Code: IGBAB/JO-AR
Adopted:

Education Records/Records of Students with Disabilities Management

1. Student Education Record

Student education records are those records that are directly related to a student and maintained by the district, or by a party acting for the district; however, this does not include the following:

- a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- b. Records of the law enforcement unit of the district subject to the provisions of Oregon Administrative Rule (OAR) 581-021-0225;
- c. Records relating to an individual who is employed by the district that are made and maintained in the normal course of business, which relate exclusively to the individual in that individual's capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at the district who is employed as a result of status as a student, are education records and are not excepted under this section;
- d. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:
 - (1) Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;
 - (2) Made, maintained or used only in connection with treatment of the student; and
 - (3) Disclosed only to individuals providing the treatment. For purposes of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the district.
- e. Records that only contain information relating to activities in which an individual engaged after the individual is no longer a student at the district;
- f. Medical or nursing records which are made or maintained separately and solely by a licensed health-care professional who is not employed by the district, and which are not used for education purposes or planning.

The district shall keep and maintain a permanent record on each student which includes the:

- a. Name and address of educational agency or institution;
- b. Full legal name of the student;
- c. Student's birth date ~~and place of birth~~;
- d. Names of parents/guardians;
- e. Date of entry into the school;
- f. Name of school previously attended;

- g. Courses of study and marks received;
- h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
- i. Credits earned;
- j. Attendance; and
- k. Date of withdrawal from school; ~~and.~~
- ~~l. Such additional information as the district may prescribe.~~

The district may ~~also~~ request the social security number of the student ~~and will include the social security number on the permanent record only if the eligible student or parent complies with the request.~~ The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

The district shall retain permanent records in a minimum one-hour fire-safe place in the district, or keep a duplicate copy of the permanent records in a safe depository in another district location.

2. Confidentiality of Student Records

- a. The district shall keep confidential any record maintained on a student in accordance with OAR 581-021-0220 through 581-021-0430.
- b. Each district shall protect the confidentiality of personally identifiable information at collection, storage, disclosure and destruction stages.
- c. Each district shall identify one official to assume responsibility for ensuring the confidentiality of any personally identifiable information.
- d. All persons collecting or using personally identifiable information shall receive training or instruction on state policies and procedures.

3. Rights of Parents and Eligible Students

The district shall annually notify parents and eligible students through the district student/parent handbook or any other means that are reasonably likely to inform the parents or eligible students of their rights. This notification shall state that the parent(s) or an eligible student has a right to:

- a. Inspect and review the student's education records;
- b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- d. Pursuant to OAR 581-021-0410, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 C.F.R. § 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
- e. Obtain a copy of the district policy with regard to student education records.

The notification shall also inform parents or eligible students that the district forwards education records requested under OAR 581-021-0255. The notification shall also indicate where copies of the district policy are located and how copies may be obtained.

If the eligible student or the student's parent(s) has a primary or home language other than English, or has a disability, the district shall provide effective notice.

These rights shall be given to either parent unless the district has been provided with specific written evidence 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.

When a student becomes an eligible student, which is defined as a student who has reached 18 years of age or is attending only an institution of postsecondary education and is not enrolled in a secondary school, the rights accorded to, and the consent required of, the parents transfer from the parents to the student. Nothing prevents the district from giving students rights in addition to those given to parents.

4. Parent's or Eligible Student's Right to Inspect and Review

The district shall permit an eligible student or student's parent(s) or a representative of a parent or eligible student, if authorized in writing by the eligible student or student's parent(s), to inspect and review the education records of the student, unless the education records of a student contain information on more than one student. In that case the eligible student or student's parent(s) may inspect, review or be informed of only the specific information about the student.

The district shall comply with a request for access to records:

- a. Within a reasonable period of time and without unnecessary delay;
- b. For children with disabilities before any meeting regarding an individualized education program (IEP), or any due process hearing, or any resolution session related to a due process hearing¹;
- c. In no case more than 45 days after it has received the request.

The district shall respond to reasonable requests for explanations and interpretations of the student's education record.

The parent(s) or an eligible student shall comply with the following procedure to inspect and review a student's education record:

- a. Provide a written, dated request to inspect a student's education record; and
- b. State the specific reason for requesting the inspection.

The written request will be permanently added to the student's education record.

The district shall not destroy any education record if there is an outstanding request to inspect and review the education record.

While the district is not required to give an eligible student or student's parent(s) access to treatment records under the definition of "education records" in OAR 581-021-0220(6)(b)(D), the eligible

¹ Records must be provided without undue delay, which may not exceed 10 business days from the date of the request for the records. Records may be redacted only to the extent necessary to protect personally identifiable information of other children unless disclosure is authorized by law or court order.

student or student's parent(s) may, at their expense, choose a physician or other appropriate professional and have those records reviewed.

If an eligible student or student's parent(s) so requests, the district shall give the eligible student or student's parent(s) a copy of the student's education record. The district may recover a fee for providing a copy of the record, but only for the actual costs of reproducing the record unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's educational records. The district may not charge a fee to search for or to retrieve the education records of a student.

The district shall not provide the eligible student or student's parent(s) with a copy of test protocols, test questions and answers and other documents described in Oregon Revised Statutes (ORS) 192.345(4) unless authorized by federal law.

The district will maintain a list of the types and locations of education records maintained by the district and the titles and addresses of officials responsible for the records.

Student education records will be maintained at the school building at which the student is in attendance except for special education records which may be located at another designated location within the district. The [administrator/principal or designee] shall be the person responsible for maintaining and releasing the education records.

5. Release of Personally Identifiable Information

Personally identifiable information shall not be released without prior written consent of the eligible student or student's parent(s) except in the following cases:

- a. The disclosure is to other school officials, including teachers, within the district who have a legitimate educational interest.

As used in this section, "legitimate educational interest" means a district official employed by the district as an administrator, supervisor, instructor or staff support member; a person serving on a school board who needs to review an educational record in order to fulfill their professional responsibilities, as delineated by their job description, contract or conditions of employment. Contractors, consultants, volunteers or other parties to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that party performs an institutional service or function for which the district would otherwise use employees, is under the direct control of the district with respect to the use and maintenance of education records, and is subject to district policies concerning the redisclosure of personally identifiable information.

The district shall maintain, for public inspection, a listing of the names and positions of individuals within the district who have access to personally identifiable information with respect to students with disabilities.

- b. The disclosure is to officials of another school within the district;
- c. The disclosure is to authorized representatives of:

[The U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division] in connection

with an audit or evaluation of federal or state-supported education programs, or the enforcement of or compliance with federal or state-supported education programs, or the enforcement of or compliance with federal or state regulations.

- d. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
- (1) Determine eligibility for the aid;
 - (2) Determine the amount of the aid;
 - (3) Determine the conditions for the aid; or
 - (4) Enforce the terms and condition of the aid.

As used in this section “financial aid” means any payment of funds provided to an individual that is conditioned on the individual’s attendance at an educational agency or institution.

- e. The disclosure is to organizations conducting studies for, or on behalf of, the district to:
- (1) Develop, validate or administer predictive tests;
 - (2) Administer student aid programs; or
 - (3) Improve instruction.

The district may disclose information under this section only if disclosure is to an official listed in paragraph (c) above and who enters into a written agreement with the district that:

- (1) Specifies the purpose, scope and duration of the study and the information to be disclosed;
- (2) Limits the organization to using the personally identifiable information only for the purpose of the study;
- (3) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
- (4) The information is destroyed when no longer needed for the purposes for which the study was conducted.

For purposes of this section, the term “organization” includes, but is not limited to, federal, state and local agencies, and independent organizations.

- f. The district may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or compliance with federal or state legal requirements and who enters into a written agreement with the district that:
- (1) Designates the individual or entity as an authorized representative;
 - (2) Specifies the personally identifiable information being disclosed;
 - (3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state-supported education programs;
 - (4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;

- (5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
 - (6) Identifies the time period in which the personally identifiable information must be destroyed; and
 - (7) Establishes policies and procedures which are consistent with Family Education Rights and Privacy Act (FERPA) and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.
- g. The disclosure is to accrediting organizations to carry out their accrediting functions;
 - h. The disclosure is to comply with a judicial order or lawfully issued subpoena. The district may disclose information under this section only if the district makes a reasonable effort to notify the eligible student or student's parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
 - i. The disclosure is to comply with a judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
 - j. The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
 - k. The disclosure is in connection with a health or safety emergency. The district shall disclose personally identifiable information from an education record to law enforcement, child protective services and health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. If the district determines that there is an articulable and significant threat, the district will document the information available at that time of determination and the rationale basis for the determination for the disclosure of the information from the educational records.

In making a determination whether a disclosure may be made under the health or safety emergency, the district may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. As used in this section a "health or safety emergency" includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnap, abduction or custodial interference and law enforcement or child protective services efforts to respond to a report of child abuse or neglect pursuant to applicable state law, or other such reasons that the district may in good faith determine a health or safety emergency;

- l. The disclosure is information the district has designated as "directory information" (See Board policy JOA – Directory Information);
- m. The disclosure is to the parent(s) of a student who is not an eligible student or to an eligible student;
- n. The disclosure is to officials of another school, school system, institution of postsecondary education, an education service district (ESD), state regional program or other educational agency that has requested the records and in which the student seeks or intends to enroll or is enrolled or in which the student receives services. The term "receives services" includes, but is not limited to, an evaluation or reevaluation for purposes of determining whether a student has a disability;
- o. The disclosure is to the Board during an executive session pursuant to ORS 332.061;

- p. The disclosure is to a caseworker or other representative, who has the right to access the student's case plan, of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student, provided the personally identifiable information will not be disclosed unless allowed by law.

The district will use reasonable methods to identify and authenticate the identity of the parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records.

6. Record-Keeping Requirements

The district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. Exceptions to the record-keeping requirements shall include the parent, eligible student, school official or assistant responsible for custody of the records and parties authorized by state and federal law for auditing purposes. The district shall maintain the record with the education records of the student as long as the records are maintained. For each request or disclosure the record must include:

- a. The party or parties who have requested or received personally identifiable information from the education records; and
- b. The legitimate interests the parties had in requesting or obtaining the information.

The following parties may inspect the record of request for access and disclosure to a student's personally identifiable information:

- a. The parent(s) or an eligible student;
- b. The school official or assistants who are responsible for the custody of the records;
- c. Those parties authorized by state or federal law for purposes of auditing the record-keeping procedures of the district.

7. Request for Amendment of Student's Education Record

If an eligible student or student's parent(s) believes the education records relating to the student contain information that is inaccurate, misleading or in violation of the student's rights of privacy or other rights, the student or parent(s) may ask the building level principal where the record is maintained to amend the record.

The principal shall decide, after consulting with the necessary staff, whether to amend the record as requested within a reasonable time after the request to amend has been made.

The request to amend the student's education record shall become a permanent part of the student's education record.

If the principal decides not to amend the record as requested, the eligible student or the student's parent(s) shall be informed of the decision and of a right to appeal the decision by requesting a hearing.

8. Hearing Rights of Parents or Eligible Students

If the building level principal decides not to amend the education record of a student as requested by the eligible student or the student's parent(s), the eligible student or student's parent(s) may request a formal hearing for the purpose of challenging information in the education record as inaccurate, misleading or in violation of the privacy or other rights of the student. The district shall appoint a hearings officer to conduct the formal hearing requested by the eligible student or student's parent. The hearing may be conducted by any individual, including an official of the district, who does not have a direct interest in the outcome of the hearing. The hearings officer will establish a date, time and location for the hearing, and give the student's parent or eligible student notice of date, time and location reasonably in advance of the hearing. The hearing will be held within [10] working days of receiving the written or verbal request for the hearing.

The hearings officer will convene and preside over a hearing panel consisting of:

- a. The principal or designee;
- b. A member chosen by the eligible student or student's parent(s); and
- c. A disinterested, qualified third party appointed by the superintendent.

The parent or eligible student may, at own expense, choose one or more individuals to assist or represent them, including an attorney. The hearing shall be private. Persons other than the student, parent, witnesses and counsel shall not be admitted. The hearings officer shall preside over the panel. The panel will hear evidence from the school staff and the eligible student or student's parent(s) to determine the point(s) of disagreement concerning the records. Confidential conversations between a licensed employee or district counselor and a student shall not be part of the records hearing procedure. The eligible student or student's parent(s) has the right to insert written comments or explanations into the record regarding the disputed material. Such inserts shall remain in the education record as long as the education record or a contested portion is maintained and exists. The panel shall make a determination after hearing the evidence and make its recommendation in writing within ~~10~~ working days following the close of the hearing. The panel will make a determination based solely on the evidence presented at the hearing and will include a summary of the evidence and the reason for the decision. The findings of the panel shall be rendered in writing not more than ~~10~~ working days following the close of the hearing and submitted to all parties.

If, as a result of the hearing, the panel decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the eligible student or the student's parent(s) of the right to place a statement in the record commenting on the contested information in the record or stating why there is disagreement with the decision of the panel. If a statement is placed in an education record, the district will ensure that the statement:

- a. Is maintained as part of the student's records as long as the record or a contested portion is maintained by the district; and
- b. Is disclosed by the district to any party to whom the student's records or the contested portion are disclosed.

If, as a result of the hearing, the panel decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall:

- a. Amend the record accordingly; and
- b. Inform the eligible student or the student's parent(s) of the amendment in writing.

9. Duties and Responsibilities When Requesting Education Records

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

10. Duties and Responsibilities When Transferring Education Records

The district shall transfer originals of all requested student education records, including any ESD records, relating to the particular student to the new educational agency when a request to transfer the education records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. For students in substitute care programs, the transfer must take place within five days of a request. Readable copies of the following documents shall be retained:

- a. The student's permanent records, for one year;
- b. Such special education records as are necessary to document compliance with state and federal audits, for five years after the end of the school year in which the original was created. In the case of records documenting speech pathology and physical therapy services, until the student reaches age 21 or 5 years after last seen, whichever is longer.

Note: Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student.

Disclosure Statement

Required for use in collecting personally identifiable information related to social security numbers.

On any form that requests the social security number (SSN), the following statement shall appear just above the space for the SSN:

“Providing your social security number (SSN) is voluntary. If you provide it, the district will use your SSN for record-keeping, research, and reporting purposes only. The district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please read the statement on the back of this form that describes how your SSN will be used. Providing your SSN means that you consent to the use of your SSN in the manner described.”

On the back of the same form, or attached to it, the following statement shall appear:

“OAR 581-021-0250 (1)(j) authorizes districts to ask you to provide your social security number (SSN). The SSN will be used by the district for reporting, research and record keeping. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps districts and the state research, plan and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.”

The district and Oregon Department of Education may also match your SSN with records from other agencies as follows:

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training and job market trends. The information is also used for planning, research and program improvement.

State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success.

Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

OSBA Model Sample Policy

ok

Code: IGBHD
Adopted:

NOTE: THERE ARE NO UPDATES TO THIS POLICY AT THIS TIME, OTHER THAN THE ADDITION OF THE LEGAL REFERENCE: MAHMOUD v. TAYLOR. SEE SUMMARY FOR MORE INFORMATION.

Program Exemptions**

{The content comes primarily from OAR 581-021-0009. If the district would like to add language regarding procedure or authority, it could be added to this policy or an administrative regulation (AR) could be created.}

The district may excuse students from a state-required program or learning activity for reasons of religion, disability¹ or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the ~~teacher or principal~~.

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

END OF POLICY

Legal Reference(s):

[ORS 336.035\(2\)](#)
[ORS 336.465](#)
[ORS 336.615](#)
[ORS 336.625](#)

[ORS 336.635](#)
[OAR 581-002-0035](#)
[OAR 581-021-0009](#)

[OAR 581-021-0071](#)
[OAR 581-022-2050](#)
[OAR 581-022-2110](#)
[OAR 581-022-2505](#)

Mahmoud v. Taylor, No. 24-297, U.S., (June 27, 2025).

¹ If the district receives a request for a disability accommodation, the district should consider its obligations under the Individuals with Disabilities in Education Act and Section 504 of the Rehabilitation Act.

OSBA Model Sample Policy

OK

Code: IIA
Adopted:

Instructional Materials**

The Board believes proper care and judgment should be exercised in selecting core and supplemental instructional materials and ~~school and classroom~~ library materials in school and classroom libraries[, and that those materials should be inclusive of populations represented in a global society]. ~~[The process to select materials will reflect respect for all people, regardless of race, color, creed, national origin, age, sex, sexual orientation, gender identity, or disability.]~~

Any person responsible for the adoption of textbooks or the approval of instructional materials may not prohibit the use of, or refuse to approve the use of, textbooks or instructional materials on the basis that the textbooks or instructional materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260(1)(a)-(e)[, i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent, have disabilities, are immigrants or refugees, or are lesbian, gay, bisexual or transgender].

Any person responsible for the selection or retention of library materials may not prohibit the selection or retention of, or refuse to select or retain, library materials on the basis that the library materials include a perspective, study or story of, or are created by any individual or group against whom discrimination is prohibited under ORS 659.850[, i.e., race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age or disability].

A material involved with a reconsideration request will remain available throughout the reconsideration process. Materials will not be removed for discriminatory reasons. A request for reconsideration of materials may be processed through established procedures found in accompanying administrative regulations. Meetings of reconsideration committees may be subject to Public Meetings Law. Records regarding reconsideration procedures are subject to Public Records Law.

[This policy is not intended to cover classroom activities. Complaints regarding classroom activities unrelated to materials can be filed using other established district complaint procedures.]

The term “instructional material” includes core instructional materials, supplemental materials, ~~school library materials, and classroom library materials~~ and library materials made available in classroom or school libraries as defined below.

Some materials may fall into more than one of the following categories. If there is a question regarding selection or reconsideration, the district administration may select which procedure to use.

Definitions

“Core instructional material,”¹ sometimes referred to as basal, means any organized system, which constitutes the major instructional vehicle for a given course of study, or any part thereof. Core instructional materials may include adaptive or personalized learning programs, digital textbooks, and

¹ This comes from OAR 581-011-0050(1), referring to instructional materials which must be adopted by local school boards.

print textbooks and are adopted and paid for by the district. Core instructional materials may include such instructional materials as a hardbound or a softbound book or books or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media.

“Supplemental instructional materials” means instructional materials used as part of the course of study, which are not part of the core instructional materials. They contain materials to supplement and/or differentiate core instruction and are generally teacher selected. These materials are not adopted by the Board. Materials required or assigned to be used as part of a class may be considered supplemental instructional materials, regardless of the source or location of the material.

“Library materials” includes educational or literary materials that are nonfiction or fiction and that are available in print or an electronic format. “Library materials” does not include textbooks or instructional materials that are selected under ORS 337.120, 337.141 or 337.260.

“School library ~~materials~~” means any collection of library materials ~~which are kept in the school library for student selection and use~~ made available to students at school, either at a central location of the school, at a common area for one or more grades of the school, or through an online remote education program. The use of these materials may not be required for a particular class, but they may be selected by students to use. ~~These may include books, media, newspapers, magazines, videos, websites, or databases, including in digital or print, etc.~~ These materials are not adopted by the Board.

“Classroom library ~~materials~~” means any collection of library materials ~~which are kept in the classroom for student selection and use~~ made available to students in a single classroom or a common area accessible by two or more classrooms in district schools. The use of these materials is not required for the class, but they may be selected by students to use. ~~These may include books, media, newspapers, magazines, videos, etc.~~ These materials are not adopted by the Board.

Core Instructional Materials

The Board retains the authority to approve core instructional materials used in district schools and authorizes the superintendent ~~/or designee/~~ to develop and implement administrative regulations governing selection and adoption of such materials. Procedures will provide for involvement of administrators, staff, parents, ~~/students, /~~ and community members; will use established selection criteria to contribute to the attainment of district, program, and course or grade-level goals; and will reflect recent knowledge, trends, and technology in the field.

The district will review core instructional materials in accordance with the State Board of Education adoption cycle. Each core instructional program and its instructional materials will be reviewed ~~/on a seven-year cycle/~~, and any resulting recommendations will be issued by district administration ~~/to the Board for approval/~~. All recommended core instructional materials shall be approved by the Board prior to use. ~~[The adoption of textbooks /for American history and government/ by the Board and any committee shall be done in a manner in accordance-compliant with ORS 337.260.]~~ The district will establish a process and timeline for regularly determining and considering whether core instructional materials are available through online resources that enable students with print disabilities to receive textbooks and instructional materials free of charge. ~~/All requests for reconsideration of core instructional materials may be considered under administrative regulation IIA-AR(2) - Reconsideration of Core Instructional Materials./~~

~~[[The district may choose to independently adopt core instructional materials which are not on the state-approved list, using state-approved selection criteria. (See administrative regulation IIA-AR(6) – Independent Adoption of Core Instructional Materials)]]~~

Supplemental Instructional Materials

All supplemental instructional materials will be selected by ~~[[teachers, principals, librarians, and/or others, as determined appropriate]]~~ ~~[[which may not be through any formal selection procedure]]~~. Decisions regarding the use of, or refusal to approve the use of, supplemental instructional materials shall be made in a manner compliant with ORS 337.260. Such materials will contain suitable readability levels and support the district’s adopted curriculum content. Materials will be used for their intended audience.

~~[[All requests for reconsideration of supplemental instructional materials may be considered under administrative regulation IIA-AR(3) - Reconsideration of Supplemental Instructional Materials.]]~~

School Library Materials

All school library materials will be selected by a librarian using established selection criteria. The selection or retention of library materials in a school library shall be made in a manner compliant with Section 2 of Senate Bill 1098 (2025). Such materials will contain suitable readability levels. ~~[[All requests for reconsideration of school library materials may be considered under administrative regulation IIA-AR(4) - Reconsideration of School or Classroom Library Materials in a School or Classroom Library.]]~~

Classroom Library Materials

All classroom library materials will be selected by a classroom teacher and/or others~~[[, with no formal selection procedure]]~~. The selection or retention of library materials in a classroom library shall be made in a manner compliant with Section 2 of Senate Bill 1098 (2025). Such materials will contain suitable readability levels. Teachers are responsible for knowing the available materials in their classroom library.

~~[[All requests for reconsideration of classroom library materials may be considered under administrative regulation IIA-AR(4) - Reconsideration of School or Classroom Library Materials in a School or Classroom Library.]]~~

END OF POLICY

Legal Reference(s):

ORS 174.100	ORS 337.150	OAR 581-021-0045
ORS 332.107	ORS 337.260	OAR 581-021-0046
ORS 336.035	ORS 337.511	OAR 581-022-2310
ORS 336.082	ORS 339.155	OAR 581-022-2340
ORS 336.840	ORS 659.850	OAR 581-022-2350
ORS 337.120		OAR 581-022-2355
ORS 337.141	OAR 581-011-0050 - 0117	

Every Student Succeeds Act, 20 U.S.C. §§ 6311-6322 (20182024).
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (20182024); 28 C.F.R. §§ 42.101-42.106 (20192024).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (20182024);
Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (20242020).

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018/2024); 29 C.F.R. Part 1630 (2019/2024); 28 C.F.R. Part 35 (2019/2024).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018/2024).
Senate Bill 1098 (2025).

OSBA Model Sample Administrative Regulation

Code: IIA-AR(1)
Revised/Reviewed:

OK

Instructional Materials

Core Instructional Materials¹

The Board selects core instructional materials. The responsibility to ensure procedures on selection and recommendations for core instructional materials are followed rests with the superintendent. The responsibility for coordinating the distribution of core instructional materials to classes also rests with the superintendent. It is the principal's responsibility to implement and maintain the core instructional materials, and teachers are expected to use selected core instructional materials in the classroom.

Any person responsible for the adoption of textbooks may not prohibit the use of, or refuse to approve the use of, textbooks on the basis that the textbooks include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260(1)(a)-(e), i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent, have disabilities, are immigrants or refugees, or are lesbian, gay, bisexual or transgender.

Materials selection committees will be appointed by the administration at the time necessary adoption areas are determined. The committee will review the materials and the general criteria for materials selection and provide a recommendation to the superintendent. The superintendent may make changes to the recommendation and shall submit a recommendation(s) to the Board for adoption prior to use. ² ~~The meetings of a selection committee for core instructional materials will follow Public Meetings Law.~~

~~If the district chooses to adopt core instructional materials which are not on the state-approved list, the rules outlined in OAR 581-022-2350 will apply and are represented in administrative regulation IIA-AR(6) - Independent Adoption of Core Instructional Materials.~~

Supplemental Instructional Materials³

~~The responsibility for evaluating and selecting supplemental instructional materials is delegated to teachers, principals, librarians, and/or others, as determined appropriate, who may collaborate as part of~~

¹ "Core instructional material," sometimes referred to as basal, means any organized system, which constitutes the major instructional vehicle for a given course of study, or any part thereof. Core instructional materials may include adaptive or personalized learning programs, digital textbooks and print textbooks and are adopted and paid for by the district. Core instructional materials may include such instructional materials as a hardbound or a softbound book or books, or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media.

² {Depending on the structure of the committee and who the committee reports to, Public Meetings Law may apply to the committee meetings.}

³ "Supplemental instructional materials" means instructional materials used as part of the course of study, which are not part of the core instructional materials. They contain materials to supplement and/or differentiate core instruction and are generally teacher selected. These materials are not adopted by the Board. Materials required or assigned to be used as part of a class may be considered supplemental instructional materials, regardless of the source or location of the material.

the process. Other authoritative matter experts may be included when practicable, as determined by the district.

Anyone responsible for the approval of supplemental instructional materials may not prohibit the use of, or refuse to approve the use of, textbooks on the basis that the textbooks include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260(1)(a)-(e), i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent, have disabilities, are immigrants or refugees, or are lesbian, gay, bisexual or transgender.

1. Materials will contain suitable readability levels and support the district's adopted curriculum content.
2. Recommendations for selection may be solicited from staff and may include students.
3. Donated materials will be evaluated using the district's selection criteria and will be accepted or rejected based on those criteria.
4. Selection is an ongoing process which should include the removal of materials which no longer meet the selection criteria and the replacement of lost and worn materials still of educational value.

School Library Materials⁴

1. ~~In~~ When making decisions on selection or retention of materials for the school library⁵ or media center, a librarian, under supervision of the principal, will evaluate the existing collection and the curriculum needs. The librarian will consult reputable, professionally prepared selection aids and other professional sources. Materials will contain suitable readability levels. The librarian or other staff may not prohibit the selection or retention of, or refusal to select or retain, library materials on the basis that the library materials include a perspective, study or story of, or are created by, any individual or group against whom discrimination is prohibited under ORS 659.850[, i.e., race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age or disability].
2. Recommendations for selection may be solicited from staff and students.
3. Donated materials will be evaluated using the established selection criteria and will be accepted or rejected based on those criteria.
4. Selection is an ongoing process which should include the removal of materials which no longer meet the selection criteria and the replacement of lost and worn materials still of educational value.

⁴ ~~“School library materials” means materials that are kept in the school library for student selection and use. The use of these materials may not be required for a particular class, but they may be selected by students to use. These may include books, media, newspapers, magazines, videos, websites, or databases, including in digital or print, etc. These materials are not adopted by the Board.~~

⁵ “School library” means any collection of library materials (as defined in policy), made available to students at school, either at a central location of the school, at a common area for one or more grades of school, or through an online remote education program. The use of these materials may not be required for a particular class, but they may be selected by students to use. These materials are not adopted by the Board.

Classroom Library Materials⁶

1. When selecting or retaining materials for a classroom library, the teacher may consult staff and/or accept recommendations from staff and students. The teacher or other staff may not prohibit the selection or retention of, or refusal to select or retain, library materials on the basis that the library materials include a perspective, study or story of, or are created by, any individual or group against whom discrimination is prohibited under ORS 659.850[, i.e., race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age or disability].
2. Donated materials will be evaluated and may be accepted or rejected by the teacher.
3. Selection is an ongoing process which should include the removal of materials which no longer meet the selection criteria.

⁶ “Classroom library ~~materials~~” means ~~materials that are kept in the classroom for student selection and use~~ any collection of library materials (as defined in policy) made available to students in a single classroom or a common area accessible by two or more classrooms in district schools. The use of these materials is not required for the class, but they may be selected by students to use. ~~These may include books, media, newspapers, magazines, videos, etc.~~ These materials are not adopted by the Board.

OSBA Model Sample Administrative Regulation

Code: IIA-AR(2)
Revised/Reviewed:

OK

Reconsideration of Core Instructional Materials

~~Any staff member, student or their parent or guardian, or resident of the district~~ The Board, a staff member of the district or a parent or guardian of a student of a school of the district may raise concern about core instructional materials¹ used in the district's educational program. ~~This procedure is meant to provide a forum for those persons in the schools and the community who are not directly involved in the selection process.~~ Access to, or use of, materials under reconsideration will not be restricted during the reconsideration process.

Complaints alleging a material constitutes protected-class discrimination should be submitted through the district's discrimination complaint policy and procedures.

This reconsideration process will be completed in its entirety and not subverted or ended prematurely. The person making a request for reconsideration may withdraw their request at any time during the process.

1. Concern

- a. Concerns about core instructional materials should be submitted to the ~~principal~~. If a staff member receives an informal inquiry, the staff member is to forward the inquiry to the ~~principal~~ promptly.
- b. Any concern made to the ~~principal~~ about core instructional materials by any person(s) will be made known to the staff member(s) most directly involved with its use.
- c. The ~~principal~~ will arrange to meet with the person(s) with the concern, and may include the staff member(s) most directly involved with its use, in an effort to resolve the issue informally, within ~~15~~ days of receipt of the concern.
 - (1) The ~~principal~~ initially receiving a concern will explain to the person the district's selection procedure.
 - (2) The ~~principal~~ initially receiving a concern will explain to their best ability the particular place the material in question occupies in the educational program and its intended educational usefulness or include someone who can identify and explain the use of the material.
- d. The ~~principal~~ will inform the person(s) submitting the concern that if they are not satisfied with the outcome of the informal inquiry process above, they may file a written request for reconsideration of the material within [10] days of the conclusion of 1.c. The initial contact

¹ "Core instructional material," sometimes referred to as basal, means any organized system, which constitutes the major instructional vehicle for a given course of study, or any part thereof. Core instructional materials may include adaptive or personalized learning programs, digital textbooks, and print textbooks and are adopted and paid for by the district. Core instructional materials may include such instructional materials as a hardbound or a softbound book or books or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media.

Concerns and requests for reconsideration of supplementary instructional materials or school or classroom library materials will be processed in accordance with the applicable administrative regulation.

from the person and any outcome of a meeting or conversation will be documented and maintained by the ~~principal~~.

2. Request for Reconsideration

- a. ~~A staff member of the district, student or their~~ or a parent or guardian of a student of a school of the district, ~~or resident of the district~~ wishing to file a request for reconsideration of core instructional materials must complete Step 1 above prior to filing a request for reconsideration.
- b. Only requests for reconsideration from the Board, committee or administrator responsible for the adoption of textbooks or instructional materials, a staff member of the district or a parent or guardian of a student of the district will be considered. All requests for reconsideration will be in writing ~~on the form prepared for this purpose~~, signed by the ~~complainant~~ person making the request, and must be submitted to the superintendent. All school offices will make forms available.
- c. Upon receipt of a written request for reconsideration, the superintendent ~~or designee~~ will appoint a reconsideration committee.
- d. The reconsideration committee will be made up of at least ~~nine~~^{seven} members:
 - (1) ~~Two~~ teacher(s) designated ~~annually~~ by the superintendent ~~or designee~~;
 - (2) ~~One~~ school librarian designated ~~annually~~ by the superintendent ~~or designee~~;
 - (3) ~~One~~ administrator designated ~~annually~~ by the superintendent ~~or designee~~;
 - (4) ~~Four~~ members from the community ~~having expressed willingness to serve on this committee~~ appointed annually by the Board;
 - (5) ~~One~~ student selected ~~annually~~ by the student council.

~~The reconsideration committee may include other designated district personnel in discussions about complaints which relate to an underrepresented group or a protected class.~~

~~The committee selected will only serve to consider the material, which is the subject of the request for reconsideration, unless otherwise specified. After completion of the reconsideration committee's responsibilities, committee members will be returned to the pool.~~

- e. The use of the material identified in the request for reconsideration will not be suspended and shall not be removed during the reconsideration process. Materials will not be removed for discriminatory reasons.
- f. The reconsideration committee will convene to consider the request for reconsideration received by the district. The committee will receive the request for reconsideration and copies of related materials and instructions on procedure during this committee meeting.

3. Procedures for the Reconsideration Committee

- a. The procedures for the reconsideration committee are as follows:
 - (1) Select a chair ~~and a secretary~~. ~~The chair of the committee will not be an employee of the district. The secretary will be an employee of the district.~~

² {An odd number of members is recommended.}

- (2) Be responsible for documenting all proceedings; adhering to Public Meetings Law, when required; ~~and~~ adhering to established policies, procedures and guidelines; and preparing and representing the recommendations to the superintendent;
 - (3) ~~Establish a calendar for review of the material;~~
 - (4) Review copies of the request for reconsideration;
 - (5) ~~Review applicable materials such as a copy of the district or school mission statement; professional reviews of the materials being reconsidered, when available; state standards; and curriculum planning;~~
 - (6) Review copies of material being reconsidered, as available;
 - (7) Consider the material's suitability in the context of the original use and the context in which the request for reconsideration was made;
 - (8) Review the material under reconsideration in its entirety, considering the theme, concept, vocabulary, and illustrations as they apply to:
 - (a) The suitability of the material for the instructional objectives established for the lesson(s) in which it was used, including its presentation and follow-up;
 - (b) The material's level of difficulty; and
 - (c) The age group(s) with which it was used.
- b. An opportunity will be provided to the person who filed the request and staff member(s) involved to offer oral or written testimony on the reconsideration; outside consultants, lay people, other staff members, or other individuals may be offered an opportunity to provide offer oral or written testimony on the reconsideration within such procedures and limitations as may be established by the chair with the consensus of the committee.
 - c. The person who made the request for reconsideration will be kept informed by the superintendent or designee concerning the status of the request throughout the committee process. The person and known interested parties will be given notice of committee meetings.
 - d. Every request for reconsideration will be acted upon by the committee. However, the committee may consider requests with similar concerns together.
 - e. Review and discuss possible options for decision, including:
 - (1) Continued use of the material as used, with no restrictions;
 - (2) Restricted or modified use of the material in terms of subject area, grade level, and/or districtwide, related to the specific request for reconsideration; or
 - (3) Removal of the material from the educational setting in which it was used.

Any decision to prohibit the use of, or refusal to approve the use of materials, on the basis that the materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260 (1) ~~, i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent; have disabilities; are immigrants or refugees; or are lesbian, gay, bisexual or transgender~~ is prohibited.

~~The reconsideration committee will consider the material's suitability in the context in which the request for reconsideration was made.~~

Following the discussion and review of possible options for recommendation, a committee member may offer a motion outlining the committee's recommendation. Action will be taken on the motion and any subsequent motions within the procedures outlined above and consistent with Oregon law.

f. Procedures for voting:

- (1) A quorum³ will be present to act upon any business to come before the committee.
- (2) All outcomes of motions and votes by name will be recorded and reported in the minutes of the meeting(s).
- (3) Only votes of the members present at the time of the vote will be recorded⁴.

A vote in the affirmative from a majority of those present is required for a motion to pass.

The committee's recommendation will be issued within ~~45~~⁹⁰ days of receipt of the request by the district.

The written recommendation and its justification⁵ from the committee will be forwarded ~~to the superintendent within [seven] days of issuance of the recommendation. Within [seven] days of receipt of the recommendation by the superintendent, a copy of the recommendation will be sent by the superintendent or designee~~ by the superintendent or designee to the person who requested the reconsideration and to the Board within ~~five~~ days of the recommendation.

~~g. Procedures for voting:~~

- ~~(1) A quorum⁶ will be present to act upon any business to come before the committee.~~
- ~~(2) All outcomes of motions and votes by name will be recorded and reported in the minutes of the meeting(s).~~
- ~~(3) Only votes of the members present at the time of the vote will be recorded⁷.~~
- ~~(4) A vote in the affirmative from a majority of those present is required for a motion to pass.~~

4. Board Review

The Board will review the ~~final~~ committee's recommendation and ~~announce its~~ make a final decision at a Board meeting within ~~30~~ days of receipt of the committee's recommendation. ~~If the Board's decision is contrary to the committee's recommendation, the reasons will be communicated, in writing, to the superintendent.~~ The Board's decision, at minimum, should include a reference to grade level and subject area, for which the subject material can be used, if any, and a written explanation of the decision. ~~The Board will issue a decision within [30] days of receipt of the reconsideration committee's recommendation.~~ The district will provide a copy of the Board's

³ A "quorum" is a majority (one-half of an odd number of members rounded up to the next whole number; one-half of an even number of members plus one). A quorum of a five-member committee is three; a quorum of a six-member committee is four; a quorum of a seven-member committee is four.

⁴ Committee members may attend virtually. Members attending virtually are considered present for quorum and voting purposes.

⁵ Includes an explanation supporting the recommendation.

~~⁶ A "quorum" is a majority (one-half of an odd number of members rounded up to the next whole number; one-half of an even number of members plus one). A quorum of a five-member committee is three; a quorum of a six-member committee is four; a quorum of a seven-member committee is four.~~

~~⁷ Committee members may attend virtually. Members attending virtually are considered present for quorum and voting purposes.~~

decision to the person who requested the reconsideration, and it will be made available to the public. The committee's recommendation and explanation will be made available to the public prior to any removal.

The timelines may be modified by the district based on the availability of staff and/or committee participants. Notice of a modified timeline must be provided to the person who made the request, and the staff member(s) involved.

Requests for reconsideration of the same material will not be accepted for at least ~~two~~ calendar year~~s~~ following issuance of a decision on said material.

OSBA Model Sample Administrative Regulation

Code: IIA-AR(3)
Revised/Reviewed:

OK

Reconsideration of Supplemental Instructional Materials

~~Any staff member, student or their parent or guardian, or resident of the district~~ A staff member of the district or a parent or guardian of a student of a school of their district ~~for their student~~ may raise concern about supplemental instructional materials¹ used in the district's educational program. ~~This procedure is meant to provide a forum for those persons in the schools and the community who are not directly involved in the selection process.~~ Access to, or use of, materials under reconsideration will not be restricted during the reconsideration process.

Complaints alleging a material constitutes protected-class discrimination may be submitted through the district's discrimination complaint policy and procedures.

This reconsideration process will be completed in its entirety and not subverted or ended prematurely. The person making a request for reconsideration may withdraw their reconsideration request at any time during the process.

1. Concern

- a. Any concern made regarding supplemental instructional materials by any staff member, student or their parent or guardian, ~~or resident of the district~~ will be made known to the ~~principal~~.
- b. The ~~principal~~ will arrange to meet with the person(s) with the concern, and may include the staff member(s) most directly involved with its use, in an effort to resolve the issue informally, within ~~15~~ days of receipt of the concern.

The ~~principal or staff member~~ will explain to their best ability the particular place the material in question occupies in the educational program and its intended educational usefulness or include someone who can identify and explain the use of the material.

- c. The ~~principal~~ will inform the person(s) submitting the concern that if the person is not satisfied with the outcome of the informal inquiry, they may file a written request for reconsideration within ~~10~~ days of the conclusion in 1.b. The initial contact from the person and any outcome of a meeting or conversation will be documented and maintained by the ~~principal~~.

2. Request for Reconsideration

- a. A staff member of the district, ~~student or their~~ or parent or guardian of a student of a school of the district, ~~or resident of the district~~ wishing to file a request for reconsideration of

¹ "Supplemental instructional materials" means instructional materials used as part of the course of study, which are not part of the core instructional materials. They contain materials to supplement and/or differentiate core instruction and are generally teacher selected. These materials are not adopted by the Board. Materials required or assigned to be used as part of a class may be considered supplemental instructional materials, regardless of the source or location of the material.

supplemental instructional materials must complete Step 1 above prior to filing a request for reconsideration.

- b. Only requests for reconsideration from district staff or parent or guardian of a student of a school of the district will be considered. All requests for reconsideration will be in writing ~~[on the form prepared for this purpose]~~, signed by the ~~complainant~~ person making the request, and must be submitted to the ~~[principal]~~. If a request for reconsideration involves more than one material, a separate form must be completed for each material. A request to reconsider multiple titles in a series may be submitted on a single form. All school offices will make forms available.
- c. Upon receipt of a written reconsideration request, the ~~[principal]~~ will appoint a reconsideration committee ~~[by random selection]~~ from a pool of previously identified interested individuals.
- d. Use of the material identified in the request for reconsideration will not be suspended and shall not be removed during the reconsideration process. Materials will not be removed for discriminatory reasons.
- e. The reconsideration committee will convene to consider the request for reconsideration received by the district. The committee will receive the request for reconsideration and copies of related materials and instructions on procedure during this committee meeting.

3. Reconsideration Committee

- a. The reconsideration committee shall be made up of at least ~~[seven]~~ members:
 - (1) ~~[Two]~~ teacher~~[s]~~ designated by the principal and will be from the grade level of the material under reconsideration;
 - (2) ~~[One]~~ librarian designated ~~[annually]~~ by the principal;
 - (3) ~~[One]~~ administrator designated ~~[annually]~~ by the principal;
 - (4) ~~[[Two]~~ members from the community ~~[having expressed willingness to serve on this committee]~~ appointed by the principal;
 - (5) ~~[One]~~ student selected ~~[annually]~~ by the student council.

~~[The reconsideration committee may include equity, Title IX, and/or Section 504 personnel in discussions about concerns which relate to an underrepresented group or a protected class.]~~

~~[Committee members directly associated with the selection of the material under reconsideration will be excused from the committee. The [principal] may appoint a replacement for the excused committee member, but such replacement will be of the same general qualifications as the person excused.]~~

~~[The committee selected will only serve to consider the material, which is the subject of the request for reconsideration, unless otherwise specified. After completion of the reconsideration committee's responsibilities, committee members will be returned to the pool.]~~

4. Procedures for the Reconsideration Committee

- a. ~~[[²]~~ Designate a committee member to keep minutes of the committee.]
- b. Every request for reconsideration will be acted upon by the committee. However, the committee may consider requests with similar concerns together.

² {Will the district provide staff to keep minutes or will the committee be responsible for keeping its own minutes?}

- c. ~~Review applicable materials such as a copy of the district or school mission statement, professional reviews of the materials being reconsidered, when available, state standards and curriculum planning.~~
- d. Be responsible for documenting all proceedings; adhering to established policies, procedures and guidelines; and preparing and ~~representing~~ the recommendations to the ~~principal~~.
- e. ~~Establish a calendar for review of the material.~~
- f. Review the material under reconsideration in its entirety, considering the theme, concept, vocabulary, and illustrations (if any) as they apply to:
 - (1) ~~The suitability of the material for the instructional objectives established for the lesson(s) in which it was used, including its presentation and follow-up;~~
 - (2) The alignment of the material with the standards and curriculum;
 - (3) The material's reading level and intended audience (literary level to comprehend the words as opposed to difficult topics);
 - (4) The suitability of the material for the students it was used with; and
 - (5) Professional review sources for the title/material, when available.
- g. An opportunity will be provided to the person who filed the request and staff member(s) involved to offer oral or written testimony on the reconsideration; outside consultants, lay people, other staff members, or other individuals may be offered an opportunity to provide oral or written testimony on the reconsideration within such procedures and limitations as may be established by the committee.
- h. The person who made the request will be kept informed by the principal or designee concerning the status of the request throughout the committee process. The person and known interested parties will be given notice of such meetings.
- i. Review and discuss possible options for decision, including:
 - (1) Continued use of the material as used, with no restrictions;
 - (2) Restricted or modified use of the material in terms of [subject area, grade level, districtwide, related to the specific request];
 - (3) Removal of the material from the educational setting in which it was used.

Any decision to prohibit the use of, or refusal to approve the use of materials, on the basis that the materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260 (1), i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent; have disabilities; are immigrants or refugees; or are lesbian, gay, bisexual or transgender is prohibited.

~~The reconsideration committee will consider the material's suitability in the context in which the request for reconsideration was made.~~

Following the discussion and review of possible options ~~for recommendation~~, a committee member may offer a motion outlining the committee's ~~recommendation~~ ^{decision}. Action will be taken on the motion and any subsequent motions within the procedures outlined above and consistent with Oregon law.

~~The written recommendation and its justification from the committee will be forwarded to the [principal] within [seven] days of issuance of the recommendation. Within [seven] days of receipt of the recommendation by the superintendent, a copy of the recommendation will be~~

~~sent by the superintendent or designee to the person who made the request for reconsideration and to the Board.~~

j. Procedures for voting:

- (1) A quorum³ will be present to act upon any business to come before the committee.
- (2) All outcomes of motions and votes will be recorded and reported in the minutes of the meeting(s).
- (3) Only votes of the members present at the time of the vote will be recorded⁴.
- (4) A vote in the affirmative from a majority of those present is required for a motion to pass.

{Consider whether the committee is authorized to make a recommendation or a decision. If the committee makes only a recommendation, who makes the final decision? This option is the first k. through 5. below (before the “{OR}”).}

If the committee makes a decision, is this a final decision, or can it be appealed? If it can be appealed, who makes the decision on appeal? This option is the second k. through 5. below (after the “{OR}”).}

k. ~~[The decision recommendation from the reconsideration committee will be issued within [45] days of receipt of the written request for reconsideration by the principal. The response to the request for reconsideration recommendation will be in writing and include the committee’s justification decision [and information regarding an appeal to the [superintendent] [Board]. The decision recommendation will be copied provided to the involved parties, including the [principal]. The [principal] will also communicate the decision to the affected staff [and to the public].~~

~~l. [The committee’s decision will be the final decision of the district.]~~

5. ~~The committee’s recommendation will be provided to the [superintendent] [Board] for a final decision of the district. All materials from the reconsideration committee meetings will be made available to the [superintendent] [Board]. ~~[The superintendent will issue a written decision to the involved parties within [30] days of receipt of the committee’s recommendation.]~~ [The Board will review the recommendation and issue a written decision at a Board meeting, within [30] days of receipt of the recommendation.] The decision of the [superintendent] [Board] is final.~~

~~5. [Appeal to the [Superintendent] [Board]~~

~~A decision from the reconsideration committee may be appealed by [{⁵} the person who requested the reconsideration] to the [superintendent] [Board] by submission of the appeal to the~~

³ A quorum is a majority (one-half of an odd number of members rounded up to the next whole number; one-half of an even number of members plus one). A quorum of a five-member committee is three; a quorum of a six-member committee is four; a quorum of a seven-member committee is four.

⁴ Committee members may attend virtually. Members attending virtually are considered present for quorum and voting purposes.

~~⁵ {Does the district want to limit who can file an appeal? Consider:~~

~~[superintendent] [Board chair] within [15] days from issuance of the committee's decision. A copy of all procedural documents, recommendations, and decisions will be made available to the [superintendent] [Board]. [The Board will review the appeal and information at a Board meeting.] [The [superintendent] [Board] should review whether the correct procedure was followed. If the correct procedure was followed, the decision of the committee should be affirmed.] [The Board will make a decision regarding the appeal at a Board meeting.] The [superintendent] [Board] will issue a written decision to the involved parties within [30] days of receipt of the appeal.]~~

~~[If an appeal is made, the decision made by the reconsideration committee [is suspended pending the appeal (meaning, if applicable, that the material may remain in use until the appeal decision is made)] [remains in effect until the appeal is decided].]~~

~~{OR}~~

- ~~k. [The decision from the reconsideration committee will be issued within [45] days of receipt of the written request for reconsideration by the principal. The decision will be in writing and include the committee's justification [and information regarding an appeal to the [superintendent] [Board]]. The decision will be provided to the involved parties, including the [principal]. The [principal] will also communicate the decision to the affected staff [and to the public].]~~
- ~~l. [The committee's decision will be the final decision of the district.]~~

~~5. [Appeal to the [Superintendent] [Board]]~~

~~A decision from the reconsideration committee may be appealed by [{⁶}the person who requested the reconsideration] to the [superintendent] [Board] by submission of the appeal to the [superintendent] [Board chair] within [15] days from issuance of the committee's decision. A copy of all procedural documents, recommendations, and decisions will be made available to the [superintendent] [Board]. [The Board will review the appeal and information at a Board meeting.] [The [superintendent] [Board] should review whether the correct procedure was followed. If the correct procedure was followed, the decision of the committee should be affirmed.] [The Board will make a decision regarding the appeal at a Board meeting.] The [superintendent] [Board] will issue a written decision to the involved parties within [30] days of receipt of the appeal.]~~

~~An item approved for removal shall not be removed until a written explanation from the committee (if the committee agreed to removal) is made available to the public.~~

- ~~• Communication regarding the reconsideration committee's decision (if any member of the public can file an appeal, should the decision be communicated to the public);~~
- ~~• The impact of the decision (if the decision applies throughout the entire district, should the entire district be able to appeal the decision).}~~

⁶ {Does the district want to limit who can file an appeal? Consider:

- Communication regarding the reconsideration committee's decision (if any member of the public can file an appeal, should the decision be communicated to the public);
- The impact of the decision (if the decision applies throughout the entire district, should the entire district be able to appeal the decision).}

The timelines in this administrative regulation may be modified by the district based on the availability of staff and/or committee participants. Notice of a modified timeline must be provided to the person who made the request and staff member(s) involved.

Requests for reconsideration of the same materials will not be accepted for at least ~~two~~ calendar year~~s~~ following issuance of a decision on those materials.

OSBA Sample Administrative Regulation

Code: IIA-AR(4)
Revised/Reviewed:

OK

Reconsideration of ~~School or Classroom~~ Library Materials in a School or Classroom Library

Student choice reading is endorsed by the district as a key component of literacy and reading instruction. Students select reading materials with the understanding that parents or guardians will discuss concerns and expectations with them.

Any staff member who was responsible for the selection or retention of library material¹, a staff member of the school, ~~student or their~~ or a parent or guardian of a student of the school, ~~or resident of the district~~ may raise concerns about the library materials available to students through ~~the district's~~ school and classroom libraries. ~~This procedure is to provide a forum for those persons in the schools and the community who are not directly involved in the selection process.~~ Access to, or use of, materials under reconsideration will not be restricted during the reconsideration process.

Concerns and requests for reconsideration alleging a material constitutes protected-class discrimination may be submitted through and will be processed in accordance with the district's discrimination complaint policy and procedures.

Meetings of the reconsideration committee ~~are~~ may be subject to Public Meeting Law.

This reconsideration process will be completed in its entirety and not subverted or ended prematurely. The person filing the request may withdraw their reconsideration request at any time during the process.

1. Concerns about ~~School or Classroom~~ Library Materials

- a. Any concern made regarding ~~school or classroom~~ library materials by any staff member of the school, ~~student or their~~ or parent or guardian of a student of the school, ~~or resident of the district~~ will be made known to the person responsible for the selection or retention. For ~~school~~ library materials in school libraries, share concerns with the building's designated librarian. For ~~classroom~~ library materials in classroom libraries, share concerns with the classroom teacher.
- b. The person responsible for the selection or retention of the material in question will respond and attempt to resolve the issue informally. Alternatively, the person responsible for selection or retention may move the concern to the principal in 1.d. An initial response will be provided within 15 days of receipt of the concern.
- c. If the person who made the inquiry is not satisfied, they can request a meeting with the principal.
- d. The principal will meet with the person, attempt to resolve the concern, and document the meeting. The staff member responsible for selection or retention may be requested to attend

¹ "Library materials" includes educational or literary materials that are nonfiction or fiction and that are available in print or an electronic format. "Library materials" do not include textbooks or instructional materials that are selected under ORS 337.120, 337.141 or 337.260.

this meeting. The [principal] will issue a follow-up communication about the outcome of the meeting to the person who made the informal inquiry and relevant staff within [10] days of receipt in 1.c.

- e. If the person who made the request is not satisfied with the outcome of the informal inquiry, they may file a written request for reconsideration within [10] days of the conclusion in 1.d. The initial contact from the person and any outcome of a meeting or conversation will be documented and maintained by the [principal].
- f. No library materials will be removed or restricted from use ~~as a result of~~ because of an informal concern ~~by anyone other than the person responsible for selection or retention~~.

2. Request for Reconsideration of School or Classroom Library Materials

- a. A staff member of the school, ~~student~~ or ~~their~~ a parent or guardian of a student of the school, ~~or resident of the district~~ wishing to file a request for reconsideration of ~~school or classroom~~ library materials in a school or classroom library must complete Step 1 above, prior to filing a request.
- b. Only requests for reconsideration from a staff member responsible for the selection or retention of the material, a staff member of the school or a parent or guardian of a student of the school will be considered. All requests for reconsideration will be in writing [on the form prepared for this purpose], signed by the ~~complaint~~ person making the request, and must be submitted to the [principal]. If a request for reconsideration involves more than one material, a separate form must be completed for each material. A request to reconsider multiple titles in a series may be submitted on a single form. All school offices will make forms available.
- c. Upon receipt of a request for reconsideration, the [principal] will notify all staff member(s) who are directly involved in the request, and forward the request to the [district librarian]; ~~a copy will be forwarded to the superintendent [or designee]~~.
- d. The ~~[district librarian]~~ [principal] ~~[curriculum director]~~ will, within [15] days, appoint a reconsideration committee ~~[by random selection]~~ from a pool of previously identified interested individuals.
- e. Use of the material identified in the request for reconsideration will not be suspended and shall not be removed during the reconsideration process. Materials will not be removed for discriminatory reasons.

3. Reconsideration Committee

- a. The reconsideration committee will be made up of at least [seven] members:
 - (1) [Two] teacher[s] [designated by the principal] and will be from the grade level of the material under reconsideration;
 - (2) [One] librarian designated [annually] by the principal;
 - (3) [One] administrator designated [annually] by the principal;
 - (4) [[Two] members from the community [having expressed willingness to serve on this committee] appointed by the principal;
 - (5) [One] student selected [annually] by the student council;

[The reconsideration committee may include equity, Title IX and/or Section 504 personnel in discussions about requests that relate to an underrepresented group or a protected class.]

~~[[The committee selected will only serve to consider the material, which is the subject of the request for reconsideration, unless otherwise specified. After completion of the reconsideration committee's responsibilities, committee members will be returned to the pool.]]~~

4. Procedures for the Reconsideration Committee

- a. ~~[[²]]~~ Designate a committee member to keep minutes of the committee.
- b. Every request for reconsideration will be acted upon by the committee. However, the committee may consider requests with similar concerns together.
- c. ~~[[Review applicable materials such as a copy of the district or school library mission statement and professional reviews of the materials being reconsidered, when available.]]~~
- d. Be responsible for documenting all proceedings; adhering to established policies, procedures and guidelines; and preparing and representing the recommendations of the committee to the ~~[[principal]].~~
- e. Review the material under reconsideration in its entirety, considering the theme, concept, vocabulary, and illustrations (if any) as they apply to:
 - (1) ~~[[The material's availability for student selection from the school or classroom library;~~
 - (2) ~~[[The alignment of the material with the school or classroom library material selection criteria;~~
 - (3) ~~[[The material's reading level and intended audience (literary level to comprehend the words as opposed to controversial topics);~~
 - (4) ~~[[The suitability of the material for the students it is available for; and~~
 - (5) ~~[[Professional review sources for the title/material, when available.]]~~
- f. An opportunity will be provided to the person who filed the request and staff member(s) involved to offer oral or written testimony on the reconsideration; outside consultants, lay people, other staff members, or other individuals may be offered an opportunity to provide oral or written testimony on the reconsideration within such procedures and limitations as may be established by the committee.
- g. The person who made the request will be kept informed by the principal or designee concerning the status of the request throughout the committee process. The person and known interested parties will be given notice of such meetings.
- h. Review and discuss possible options for a decision, including:
 - (1) Continued use of the material as used, with no restrictions;
 - (2) Restricted or modified use of the material in terms of ~~[[subject area, grade level, districtwide related to the specific request]].~~ or
 - (3) Removal of the material from the educational setting.

Any decision to prohibit the selection or retention of, or refuse to select or retain, library materials on the basis that the materials include a perspective, study or story of, or are created by, any individual or group against whom discrimination is prohibited under ORS 659.850~~[[,~~ i.e., race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age or disability~~]].~~ is prohibited.

² ~~[[Will the district provide staff to keep minutes, or will the committee be responsible for keeping its own minutes?]]~~

~~[The reconsideration committee will consider the material's suitability in the context in which the request for reconsideration was made.]~~

Following the discussion and review of possible options for recommendation, a committee member may offer a motion outlining the committee's recommendation. Action will be taken on the motion and any subsequent motions within the procedures outlined above and consistent with Oregon law.

~~The written recommendation and its justification from the committee will be forwarded to the [principal] within [seven] days of issuance of the recommendation. Within [seven] days of receipt of the recommendation by the [principal], a copy of the recommendation will be sent by the [principal or designee] to the person who requested the reconsideration and to the Board.~~

i. Procedures for voting:

- (1) A quorum³ will be present to act upon any business to come before the committee.
- (2) All outcomes of motions and votes will be recorded and reported in the minutes of the meeting(s).
- (3) Only votes of the members present at the time of the vote will be recorded⁴.
- (4) A vote in the affirmative from a majority of those present is required for a motion to pass.

The committee's written recommendation will be issued within ~~[45]~~⁹⁰ days of receipt of the original request received by the ~~[principal]~~.

The committee's written recommendation and its justification⁵ will be forwarded to the ~~[principal]~~.

~~j. The decision from the reconsideration committee will be issued within [45] days of receipt of the written request for reconsideration by the [principal]. The response to the request for reconsideration will include the committee's decision [and information regarding an appeal to the [superintendent] [Board]. The decision will be copied to the involved parties, including the [principal]. The [principal] will also communicate the decision to the affected staff [and to the public].~~

~~k. [The committee's decision will be the final decision of the district.]~~

5. The ~~[principal]~~ will review the committee's recommendation and communicate a decision within ~~[10]~~ days to the person making the request and affected staff, and to the public in the event there is a decision to remove library material.

³ A quorum is a majority (one-half of an odd number of members rounded up to the next whole number; one-half of an even number of members plus one). A quorum of a five-member committee is three; a quorum of a six-member committee is four; a quorum of a seven-member committee is four.

⁴ Committee members may attend virtually. Members attending virtually are considered present for quorum and voting purposes.

⁵ Includes an explanation supporting the recommendation.

6. ~~[Appeal to the {Superintendent}] {Board}~~

A decision from the ~~reconsideration committee~~ [principal] may be appealed by ~~{6}~~ the person who requested the reconsideration to the {superintendent} {Board} by submission of the appeal to the ~~{superintendent} {Board chair}~~ district office within ~~{10}~~ days from issuance of the ~~committee's~~ [principal's] decision. A copy of all procedural documents, recommendations, and decisions will be made available to the {superintendent} {Board}. ~~{The Board will review the appeal and information at a Board meeting.}~~ {The {superintendent} {Board} should review whether the correct procedure was followed. If the correct procedure was followed, the {superintendent} {Board} should affirm the decision of the committee.} ~~{The Board will make a decision regarding the appeal at a Board meeting.}~~ The {superintendent} {Board} will issue a written decision to the involved parties within ~~{30}~~ days of receipt of the appeal ~~to the involved parties.~~

~~{If an appeal is made, the decision made by the reconsideration committee [principal] is suspended pending the appeal (meaning, if applicable, that the material may remain in use until the {superintendent} {Board} makes its decision)} [remains in effect until the appeal is decided by the {superintendent} {Board}.}~~

An item approved for removal shall not be removed until a written explanation for removal from the committee is made available to the public (if the committee recommended removal).

The timelines in this administrative regulation may be modified by the district based on the availability of staff and/or committee participants. Notice of a modified timeline must be provided to the person who requested the reconsideration and staff member(s) involved.

Requests for reconsideration of the same materials will not be accepted for at least ~~{two}~~ calendar year[s] following issuance of a decision on those materials.

⁶ ~~{Does the district want to limit who can file an appeal? Consider:~~

- ~~• Communication regarding the reconsideration committee's decision (if any member of the public can file an appeal, should the decision be communicated to the public);~~
- ~~• The impact of the decision (if the decision applies throughout the entire district, should the entire district be able to appeal the decision).}~~

OSBA Model Sample Administrative Regulation

ok

Code: IIA-AR(5)
Revised/Reviewed:

Request for Reconsideration of Instructional or Library Materials Form (Submit to ~~Principal~~)

[Student choice reading is endorsed by the district as a key component of literacy and reading instruction. Student choice in reading materials is honored, with the understanding that parents/guardians have the final decision in what their child is reading. When materials are challenged, the principles of the freedom to read, listen, and view will also be considered for all students.]

Please complete this form in its entirety for consideration. This document will become a public record and is subject to public records requests.

Requests for reconsideration will be processed in accordance with the following:

1. Core instructional materials: IIA-AR(2) - Reconsideration of Core Instructional Materials
2. Supplemental instructional materials: IIA-AR(3) - Reconsideration of Supplemental Instructional Materials
3. School and classroom library materials: IIA-AR(4) - Reconsideration of ~~School or Classroom~~ Library Materials in a School or Classroom Library

People who wish to file a request for reconsideration of [supplemental and/or school or classroom library materials] must follow the informal process for concerns related to those instructional materials prior to filing this request for reconsideration.

Request initiated by: _____ Phone _____
Address _____ City _____ Zip _____
Email: _____

Book or other material:

Title: _____ Author _____
Publisher: _____ Publication Date: _____
Type of material: Article Audio recording Book Textbook Video Website
 Other: _____
Producer/Source (if known): _____

Please respond to the following questions.

1. Did you discuss your concerns with the teacher or other involved staff? Yes No

If no, you must first discuss your concerns with the teacher or other involved staff before filing a request for reconsideration.

If yes, on what date? _____

Please provide a summary of the conversation: _____

What is the name of the staff member(s)? _____

2. Did you review the entire material? Yes No

If not, what sections did you review? _____

3. How was the material acquired by the student (i.e., required reading, free choice selection, etc.)?

4. To what in the material do you object and why? (Please be specific and cite pages, frames, etc.)

5. What material do you recommend in its place which would provide information on the subject?

6. What action are you requesting the reconsideration committee consider? _____

7. Do you wish to provide oral or written testimony to the reconsideration committee?

Yes, oral testimony Yes, written testimony No

If yes, please call the [principal's] office at [_____] [_____].

Signature

Date

Received by [principal]: _____

Date

References:

OSBA Model Sample Administrative Regulation

ok

Code: IIA-AR(6)

Revised/Reviewed:

Independent Adoption of Core Instructional Materials

This administrative regulation applies to independent adoption of core instructional materials—materials which are not included on the state-approved list and are not supplemental, school library, or classroom library materials. The committee will include relevant subject area criteria published by the Oregon Department of Education.

1. Prior to an adoption study, teachers, administrators, parents, community members, and students may suggest materials they feel should be considered for adoption. Their specific suggestions or recommendations should be submitted to the ~~curriculum coordinator~~/curriculum administrator of the content area to be reviewed.
2. The ~~curriculum coordinator~~/curriculum administrator will compile and present all suggestions listed in Step 1 to a review committee. The review committee will be comprised of at least ~~five~~ members including the ~~curriculum coordinator~~/curriculum administrator, ~~two~~ teachers, ~~two~~ parents of students in the district selected by the ~~curriculum coordinator~~/curriculum administrator to represent elementary and secondary levels, and a district administrator or a librarian, as deemed appropriate.
3. In order to inform constituents who may wish to volunteer ~~off~~ for the review process, an announcement will be made at a regular Board meeting, a public notice will be written, and affected parents will be notified at each building within one month of the committee's first meeting.
4. The committee will conduct a preliminary study of materials suitable for basic adoption. Publishers and curriculum consultants may be invited to participate in the study. Material under consideration for adoption by the committee will be available for review by district constituents upon request. An evaluation/rating instrument will be employed for all program/instructional materials considerations.

The decision to use, or refuse to approve the use of, materials on the basis that the materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260 (1), i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent, have disabilities, are immigrants or refugees, or are lesbian, gay, bisexual or transgender is prohibited.

The committee will decide whether to first initiate a pilot or trial use of a particular series or text or to proceed directly with an adoption. Any trial use or pilot should be coordinated and compatible with the proposed revisions in the curriculum guide. The proposed pilot or trial use must have approval of the principal and the teachers involved.

5. After a trial use or pilot in the classroom and/or committee review, the committee will release results of its evaluation of the instructional materials studied to the ~~superintendent~~. Specific recommendations will be prepared and forwarded to the ~~superintendent~~. The committee must show evidence of having used an evaluation or instrument to ensure conformity with curriculum program goals.

6. The ~~superintendent~~ ~~or designee~~ will review the recommended adoption and ensure that:
- Appropriate procedures have been complied with;
 - Compatibility exists with other texts or skills presented at the same grade level in other curriculum areas;
 - The cost is within budgeted amounts.

The ~~superintendent~~ ~~or designee~~ will issue a recommendation either endorsing the adoption proposal and forwarding it to the Board for approval or referring it back to the committee for revision or further study.

7. The Board may rule on the adoption recommendation or direct the superintendent to further action as it deems appropriate or conducive to reach established goals and objectives.

It is a principal's responsibility to implement and maintain the district-adopted instructional materials. The district must not prohibit the use of, or refuse to approve the use of, materials on the basis that the materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260 (1). ~~Exceptions to implementation of this district-adopted instructional materials could occur only after following the procedure defined below:~~

- ~~If a teacher has a concern regarding the effectiveness/appropriateness of the adoption in the teacher's assignment area, the teacher may submit that concern in writing to the [principal]. If the [principal] shares that concern, the [principal] may refer the concern to the superintendent. [The superintendent will refer the concern to the [curriculum coordinator/curriculum administrator] for a recommendation.] The superintendent will issue a decision on the concern after receiving the recommendation.~~
- ~~If an administrator has a concern regarding the effectiveness/appropriateness of the adoption, or if the administrator would like to trial use/pilot a specific program, the concern or the request to pilot/trial use must be submitted to the superintendent for a decision. Should any pilot or trial use justify continuation beyond a single school year, the continued use requires the superintendent's approval.~~

~~A teacher or administrator may withdraw their concern at any time during the process.~~

OSBA Model Sample Policy

Code: JHCA/JHCB
Adopted:

ok

Immunization, ~~and~~ School Sports Participation, Concussions and Other Brain Injuries**

Immunization

Proof of immunization must be presented at the time of initial enrollment¹ in school or within 30 days of transfer to the district in accordance with Oregon law. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization, a religious, philosophical beliefs and/or medical exemption or immunity documentation.²

School Sports Participation

A student participating in extracurricular sports in grades 7 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination³ prior to their initial participation in a related district program. The form⁴ is to be completed and signed by a parent or guardian giving permission for the student to participate and be signed by a medical provider authorized by law⁵ who has examined and evaluated the student. The completed form(s) must be returned ~~as directed~~ ~~to the school office~~. A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation.

A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a sports examination once every two years, thereafter.

Concussions and Other Brain Injuries

A student who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion will not be allowed to participate in any athletic event or training on that day, unless an athletic trainer licensed by the Board of Athletic Trainers or a physician licensed pursuant to ORS 677.100 - 677.228 has determined the student

¹ The district shall immediately enroll a student experiencing houselessness in the school selected even if the student is unable to produce records normally required for enrollment.

² Documentation requirements for exemptions are outlined in ORS 433.267.

³ The required form is available at <https://www.osaa.org/governance/forms>, a copy may be obtained from a school office, or a form generated by the medical provider may be used if it meets requirements of law in OAR 581-021-0041.

⁴ The form may be used in either a hard copy or electronic format.

⁵ This physical examination must be conducted by a physician possessing an unrestricted license to practice medicine, a licensed naturopathic physician, a licensed physician assistant, a licensed nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

has not suffered a concussion.⁶ Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion;
2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion; and
3. The student has received a medical release form from a health care professional⁷.

~~A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a sports examination once every two years, thereafter.~~

Upon receipt of written notification⁸ from a parent or guardian that a student has been diagnosed with a concussion or other brain injury by a health care professional and that accommodations are being requested, the district shall follow all procedures developed by the Oregon Department of Education (ODE) to develop and implement an immediate and temporary accommodation plan.⁹ Written notice is not required for the district to begin following concussion protocols.

Any accommodations will be communicated to the parent or guardian, to all teachers who provide instruction to the student and to other employees who have regular responsibilities for the student's supervision or health.¹⁰

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

END OF POLICY

Legal Reference(s):

[ORS 326.580](#)

[ORS 336.479](#)

[ORS 336.485 - 336.490](#)

[ORS 433.235 - 433.280](#)

[OAR 333-019-0010](#)

[OAR 333-050-0010 - 050-0120](#)

[OAR 581-021-0041](#)

[OAR 581-021-3007](#)

⁶ For more information regarding medical releases for students in grades 9-12, see OSAA rules.

⁷ "Health care professional" includes a chiropractic physician, a naturopathic physician, a psychologist, a physical therapist, an occupational therapist, a physician assistant or a nurse practitioner who is licensed or registered under the laws of Oregon.

⁸ "Written notification" means a written notice from a parent or guardian, supported by medical documentation from a health care professional, informing the district that they are requesting an accommodation for a student who has been diagnosed with a concussion or other brain injury by a health care professional.

⁹ The district must use the sample form developed by ODE [add link when available] or a district form that includes all required content.

¹⁰ Including, but not limited to, school nurses, counselors, physical education teachers, coaches, athletic trainers and staff supervision recess or other physical activities.

McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2018).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2024).
House Bill 3007 (2025)

OSBA Model Sample Policy

Code: JOA
Adopted:

OK

Directory Information**

“Directory information” means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. ~~The following categories are designated as directory information. The following~~ Directory information^[1] may be released ~~to the public~~ through appropriate procedures and includes:

1. Student’s name;
- ~~2. Student’s address;~~
- ~~3. Student’s telephone listing;~~
- ~~4. Student’s electronic address;~~
- ~~5.2.~~ Student’s photograph;
- ~~6. Date and place of birth;~~
- ~~7.3.~~ Major field of study;
- ~~8.4.~~ Participation in officially recognized ~~sports and~~ activities and sports;
- ~~9.5.~~ Weight and height of ~~athletic team~~ members of athletic teams;
- ~~10.6.~~ Dates of attendance; and
- ~~11. Grade level;~~
- ~~12.7. Diploma, honors or~~ Degrees and awards received;
- ~~13. Most recent previous school or program attended.~~

Public Notice

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the district’s option to release such information and the requirement that the district must, by law upon request, release secondary students’ names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

¹ [For the health, safety and welfare of students, the district may want to consider limiting this list. Consider deleting #2, 3, 4, 6, 7, 10, 11, 12 and/or 13; recommend deleting the word ‘diploma’ in #12 if kept.]

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. A parent or student 18 years of age or an emancipated student may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their names, identifier, institutional email address in a class in which the student is enrolled or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student's Social Security Number or student identification number be considered directory information. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

Legal Reference(s):

[ORS 30.864](#)
[ORS 107.154](#)
[ORS 180.805](#)

[ORS 326.565](#)
[ORS 326.575](#)
[ORS 336.187](#)

[OAR 581-021-0220 - 021-0430](#)
[OAR 581-022-2060](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (~~2012~~2024).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (~~2012~~2024); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (~~2017~~2025).

Every Student Succeeds Act, 20 U.S.C. § 7908 (~~2012~~2024).

Winston-Dillard School District 116

Code: IGBC
Adopted: 11/08/06
Revised/Readopted: 4/20/11; 9/13/17; 10/09/24
Orig. Code(s): IGBC

Title IA/Parental and Family Involvement**

The Board recognizes that parental and family involvement is vital to achieve maximum educational growth for students participating in the district's Title IA program. Therefore, in compliance with federal law and the Oregon Department of Education guidelines, the district shall meet with parents and family to provide information regarding their school's participation in the Title IA program and its requirements.

The Board directs the superintendent to ensure that such meetings are held annually, and at a convenient time. All parents and family of participating students shall be invited to attend. Title IA funds may be provided for transportation, child care, home visits or other parental involvement services, as appropriate. The superintendent shall ensure equivalence among schools in teachers, administration and other staff and in the provisions of curriculum materials and instructional supplies.

Parents and family shall be informed of their right to be involved in the development of the district's parental and family engagement policy, Title IA district and school plans and the school-parent compacts.

Parental and Family Engagement Policy

A parental and family engagement policy shall be developed jointly, agreed upon with and distributed to parents and family of participating students. The district shall ensure:

1. Involvement of parents and family members in the joint development of the district's overall Title IA plan, and the development of support and improvement plans.
2. Coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
3. Development of activities that promote the schools' and parents' and family capacity for strong parent involvement.
4. Coordination and integration of parent and family engagement strategies with appropriate programs as provided by law.
5. Involvement of parents and family in the annual evaluation of the content and effectiveness of the policy, in improving the academic quality of schools served under Title IA.
6. Identification of barriers to participation by parents in activities who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority.

7. Findings of annual evaluations are used to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the requirements of this policy.
8. Involvement of parents in the activities of schools served under Title IA.

District Title IA Plan

The district's Title IA plan shall ensure that all children receive a high quality education and to close the achievement gaps between children meeting the challenging state academic standards and those children who are not meeting such standards. As a part of the district's overall Title IA plan, the district shall ensure effective involvement of parents and family by promoting activities that support a partnership among the schools, parents, family and the community, and that promotes the improvement of student achievement. The district plan shall describe:

1. How the district will monitor progress in meeting state academic content standards.
2. How the district will identify and address any disparities that result in low-income students and minority students being taught at higher rates than other students by ineffective, inexperienced or out-of-field teachers.
3. How the district will use effective parental involvement practices.
4. The poverty criteria to select school attendance areas for participation.
5. The services provided in both schoolwide and in targeted assisted schools, and educational services outside of those schools as appropriate (e.g., children living in local institutions or a community day school program).
6. The services provided to children and youth experiencing homelessness.
7. Effective parent and family engagement strategies used by the district.
8. If applicable, how the district will support, coordinate and integrate services with early childhood education programs including transition to local elementary schools.
9. In consultation with parents, administrators, specialized instructional support personnel, how the district will select the most eligible students in need of services in targeted assisted schools.
10. How the district will implement strategies to facilitate effective transitions of students from middle school to high school, and from high school to post-secondary education.
11. How the district will support efforts to reduce the overuse of discipline practices that remove students from the classroom.
12. If appropriate, how the district supports programs that coordinate and integrate academic and career technical education, including but not limited to, work-based learning opportunities.
13. Any other information on how the district proposes to use funds to meet the purpose of the Title IA program as the district determines appropriate.

Title IA School Plan

Each Title IA school in the district shall jointly develop a plan and distribute the plan to parents and family members of participating children that:

1. Describes the convening of an annual meeting to inform parents and family members of their school's participation in Title IA and explain the requirements of Title IA.
2. Involves parents and family members in the planning, review and improvement of programs under Title IA.
3. Shall provide assistance to parents of students served by the school in understanding such topics as the State's academic standards and state student academic achievement standards, Title IA plan requirements, state and local academic assessments and how to monitor a student's progress and work with educators to improve the achievement of their student.
4. Shall provide materials and training to help parents work with their student to improve their student's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
5. Shall educate teachers, student services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the school.
6. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State and local programs, including public preschool programs and other programs that encourage and support parents in fully participating in the education of their children.
7. Shall ensure, to the extent practicable, that information related to school and parent programs, meetings and other activities is sent to the parents of participating students in a format and language the parents can understand.
8. May involve parents in the development of training of teachers, principals and other educators to improve the effectiveness of such training.
9. May provide necessary literacy training from Title IA funds received if the district has exhausted all other reasonably available sources of funding for such training.
10. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related activities, (i.e., meetings and training sessions).
11. May train and support parents to enhance the involvement of other parents.
12. May arrange school meetings at a variety of times or conduct in-home conferences between teachers or other educators in order to maximize parental involvement and participation.

13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title IA programs.
14. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.
15. May adopt and implement model approaches to improving parental involvement.
16. Shall provide such other reasonable support for parental involvement activities consistent with Title IA requirements, as parents may request.

School-Parent Compact

A school-parent compact shall be developed for each of the district's Title IA schools. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's academic achievement standards.
2. Describe the ways in which each parent will be responsible for supporting their student's learning.
3. Address the importance of ongoing communication between teachers and parents through:
 - a. Annual parent-teacher conferences at the elementary school level; and
 - b. Frequent reporting to parents on their student's progress.

The district shall provide opportunities for the participation of parents with limited English proficiency, parents with disabilities, parents of homeless students and parents of migratory students, to volunteer and participate in their student's class and observe classroom activities. Information and school reports, to the extent practicable, will be provided in a language parents and family members can understand.

The district's policy, plan and compact shall be reviewed annually and updated periodically to meet the changing needs of parents and the schools, and distributed to parents of participating students in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

END OF POLICY

Legal Reference(s):

[ORS 343.650](#)

[ORS 343.660](#)

[OAR 581-037-0005 to -0025](#)

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6312, 6318 (2012).



Integrated Programs Annual Report



2024-25 Integrated Programs Annual Report

Annual Report Questions

Question	Context/Guidance
<p>1. As you review your progress markers/overall reflection responses and reflect on plan implementation, how do you see your progress contributing to the Outcomes and Strategies in your plan and your Longitudinal Performance Growth Targets (LPGT)/Local Optional Metrics (LOM)?</p> <p>Discuss at least one Outcome where you have seen progress in implementation.</p>	<p>Winston-Dillard School District is committed to increasing overall student well-being and long-term graduation rates. Increased regular attendance buoys both these goals. We have redoubled our efforts to increase regular attendance to this end. District-wide we have seen an increase in regular attenders from 57.5 percent to 67.6 percent for a 10.1 percentage point increase, exceeding our growth target of 59.7 percent by 7.9 percentage points. We are more fully implementing PLCs uniformly throughout the district, ensuring continuity in providing staff and students with increased support. We anticipate continued growth in key areas of Four-Year Cohort Graduation rate and 9th Grade On Track as students more fully engage in school.</p>
<p>2. Where have you experienced barriers, challenges, or impediments to progress toward your Outcomes and Strategies in your plan that you could use support with?</p> <p>Discuss at least one Outcome where you have seen challenges or barriers to implementation.</p>	<p>Winston-Dillard School District recognizes the significant drop of the Early Literacy proficiency rate from the pre-covid years. Pre-covid the district averaged 41.67 percent proficiency on 3rd Grade ELA OSAS. Post-covid those numbers disappointedly fell to a three-year average of 21.43 percent proficiency.</p> <p>However, current strategies have helped Early Literacy scores rebound. The 2023-2024 school year saw a notable gain of 9.27 percentage points from 14.47 percent proficient in 2022-23 to 23.7 percent proficient in 2023-24.</p> <p>We are confident that we will continue to see similar increases moving forward.</p>



Integrated Programs Annual Report



3. 2024-25 Only: Review actual metric rates compared to previously created LPGT and LOM and share reflection on progress. Describe how activities are supporting progress towards targets and if any shifts in strategy implementation are planned for the future based upon that current progress. Include specific metrics and target types in your reflection.

Winston-Dillard School District remains committed to restoring Early Literacy rates to pre-covid rates and the Oregon average as guided by our Longitudinal Performance Growth Targets.

Under the direction of a new District Early Literacy Coach, the Early Literacy District Team continues to implement Enhanced Core Reading Instruction (ECRI). To ensure implementation with fidelity despite staff turnover, the Team provides ongoing professional development and coaching in ECRI strategies.

Early Literacy scores increased by close to ten percent from 2022-23 to 2023-24 [14.43% to 23.7%] and we anticipate another ten percent jump again this year [from 23.7% to 33.8%], should we meet our established growth target of 33.8%.

With another year of similar gains, we plan to be back at our pre-covid levels and on track with the Oregon Early Literacy average of 41%



Parent and Student Handbook
2025 - 2026

Brockway Elementary School

Winston-Dillard School District's Graduating Classes of
2036, 2037, 2038, 2039

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Dear Parents/Guardians and Students,

Welcome to Brockway! It is our pleasure to partner with you during this school year. Our top priority is to provide each student with a safe and meaningful experiences every day. Working as a team for the success of your child is our number one goal.

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

The Brockway team invites you to participate in your child's educational experiences through effective communication and collaboration. In partnering together, we can provide positive educational experiences and an environment where students strive for excellence.

Hey, Hey Brockway!

Kindly,

Lisa Dickover, Principal
dickoverl@wdsd.org

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

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

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

The following staff has been designated to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues:

Kevin Wilson, LOCATION, wilsonk@wdsd.org, 541-679-3000 ext 3405.

The following staff has been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Kevin Wilson, LOCATION, wilsonk@wdsd.org, 541-679-3000 ext.

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

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

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

School Personnel

Brockway Office:

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

Custodians:

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

Support Staff:

Kristi Oltman – Media Specialist
Jordan Belcher – Instructional Assistant
Sharon Rothacker – Instructional Assistant
Laura Tracy – Instructional Assistant
Jami Clark – Instructional Assistant
Sierra Harwood – Instructional Assistant
Jayden Knight – Instructional Assistant
Brandi Penny – Instructional Assistant
Mindy Morgan – Instructional Assistant
Hope Phillips – Instructional Assistant
Kayla White – Instructional Assistant
Darian Mitchell – Instructional Assistant
Taytam Trautwein – Instructional Assistant
Becky Faurie – Instructional Assistant
Ashley Farley – Instructional Assistant
Ashlin Davis – Instructional Assistant
Shannon Wells – Instructional Assistant
Renee Cunningham – Instructional Assistant
Jessica Jackson – Instructional Assistant
Christina Wade – Instructional Assistant
Marina Olson – Instructional Assistant

Mandy Roach – Instructional Assistant
Teresa Knight – Instructional Assistant
Tasha Wilson – Instructional Assistant
Jorge Valenzuela – Instructional Assistant
Angela Purvine – Instructional Assistant
Jodie Wilson – Instructional Assistant

Food Service:

Dawn Pryce
Jan LeBlanc

Teachers:

Cynthia Wicks – Title One
Gavin Pike – Music Teacher
Ann McDowell – PE Teacher
Kris Kelso – PE Teacher
Ginny Knebel – SPED
Cindy VanAllen – SPED
Amber Roberts – SPED
Val Antoun – Kindergarten Grade Teacher
Dani McClendon – Kindergarten Grade Teacher
Abby Currington – Kindergarten Grade Teacher
Jessica Lowe – Kindergarten Grade Teacher
Miranda Haaby – First Grade Teacher
Kayla Knight – First Grade Teacher
Heather Carpenter – First Grade Teacher
Kenadi Murphey – First Grade Teacher
Greg Taylor – Second Grade Teacher
Lauren Cook – Second Grade Teacher
Temi Buckingham – Second Grade Teacher
Alisha Davis – Second Grade Teacher
Jesika Stoffal – Pre School Teacher
Nancy Gilbert – Pre School Teacher
Kristi Crawford – Pre School Teacher

School Board of Directors

Mrs. Lorna Quimby
Mrs. Jasmine Geyer
Mr. Curt Stookey
Mrs. Susan Chase
Mr. Bob Shigley

District Personnel

Mr. Kevin Wilson, Superintendent
Mrs. Kim Shigley, Business Manager
Mr. Shelby Beard, Facilities Manager
Mr. Dave Welker, Curriculum and Instruction
Mrs. Shelley Bozovich, Payroll/HR
Mrs. Angela Guerrero, Payroll/HR
Mrs. Michele Dunham, Admin. Asst./HR
Mrs. Joan Bunch, Admin Accounting/SPED

Important Phone Numbers

Brockway Elementary
Douglas High School
Lookingglass Elementary

(541) 679-3037
(541) 679-3001
(541) 679-3006

McGovern Elementary	(541) 679-3003
Transportation	(541) 679-3007
Winston Middle School	(541) 679-3002
Winston-Dillard District Office	(541) 679-3000

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

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

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

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

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

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

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

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

Parent Signature Date

Student Signature Date

Academics

Mission Statement

The mission of Brockway Elementary School is to promote lifelong learning, respect, and responsibility in a positive, safe environment where staff, students, parents, and the community work as a team to prepare children for a successful life.

Vision Statement

We believe that children are the future and that our society is dependent upon well-educated and informed citizens. Communication is essential among all participants in the educational process. Therefore, we strive to:

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

Academic Integrity and Artificial Intelligence (AI)

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

Admission

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

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

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

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

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

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

Animals in the School

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent or designee that are part of an approved district curriculum or co-curricular activity are allowed in district facilities.

Companion and comfort animals are not considered service animals. Animals, except those service animals serving persons with a disability, may not be transported on the bus. Please refer to WDSB policy ING for more information.

Assemblies

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

Assessment Program

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

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting-out of the statewide assessments to

the student. The district shall provide supervised study time for students who are excused from participating in the assessment. The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. “Student-initiated test impropriety” means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.

Assignment of Students to Schools

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

The district may allow transfers based on established district criteria.

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

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

Communication - An Emphasis on Two-Way Listening

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

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

Conferences

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

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

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

English Language Learners

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

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

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

Exemptions

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

Filming / Taping of Students

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

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

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

1. Athletic game film/tapes
2. Music, Drama, and classroom activities
3. Recognition for achievement
4. Public information pictures

5. Other activities approved by the principal.

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

Students Experiencing Houselessness

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

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Ryan Chandler – 679-3000 ext. 3412 the district's liaison for homeless students.

Homework

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

Infection/Disease Instruction – Sensitive Curriculum

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

Infection Control and Bloodborne Pathogens

The risk of exposure to body fluids due to casual contact in the school environment is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for bloodborne pathogens¹.

Media Center

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

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

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

Parental Involvement

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

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

Parental Rights

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

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

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

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

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

Placement of Students

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

Program Exemptions

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

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

Promotion, Retention and Grade Level Placement of Students

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

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

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

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

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

Release of Students from School

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

Student Needs

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

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

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the Student Services Director, Ryan Chandler 541-679-3000 ext. 3412.

Student Restraint or Seclusion

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

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

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

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
 - a. A description of the restraint or seclusion including:
 - (1) The date of the restraint or seclusion;
 - (2) The times the restraint or seclusion began and ended; and
 - (3) The location of the incident.
 - b. A description of the student's activity that prompted the use of restraint or seclusion;
 - c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
 - d. The names of staff of the district who administered the restraint or seclusion;
 - e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
 - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the

lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

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

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

A documented debriefing meeting must be held within two school days after the use of restraint or seclusion. The parent or guardian of the student must be invited to attend the meeting², and the meeting will include staff members involved in the intervention and any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student. The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

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

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

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

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

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

The use of a seclusion cell is prohibited.

Student Education Records

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

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

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

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

Permanent records shall include:

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

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

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

Access and Release of Education Records

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

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

Provision for Hearing to Challenge Content of Education Records

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

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

3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the eligible student or student's parent(s); and
 - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses, and counsel shall not be admitted.

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

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

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

Request for Educational Records

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

Supervision of Students

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

Talented and Gifted Students (TAG)

The district serves academically talented and gifted students in grades K-12.

This process of identification shall include at a minimum

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the

identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.

3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:
 - a. Students who are racially/ethnically diverse;
 - b. Students experiencing disability;
 - c. Students who are culturally and/or linguistically diverse;
 - d. Students experiencing poverty; and
 - e. Students experiencing high mobility.
4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

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

Title IA Services

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

Transfer of Education Records

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

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

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

Wellness

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

General School Information

After-School Activities

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

Asbestos

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

Assignment of Students to Classes

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

Bicycles/Skateboard

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

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

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

Bus Passes

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

Checking Out Students

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

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

Classroom Disruptions

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

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

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

Communicable Diseases

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

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

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

Parents with questions should contact the school office.

Complaints

Instructional Materials Complaints

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

Placement/Enrollment of Homeless Students Complaints

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

Public Complaints

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

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

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

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

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

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

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

Bias Incident Complaints

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

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

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

The district prohibits the use or display of any symbols of hate on school property³, or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

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

Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)

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

Students with Disabilities Complaints

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

Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis by law should contact the building principal. The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Division 22 Education Standards Complaints

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

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

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

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

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

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

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

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

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

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

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

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

Students with Sexual Harassment Complaints

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

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

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

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

Talented and Gifted Programs and Services Complaints

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

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

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

Damage to District Property

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

Drug, Alcohol, Tobacco Prevention Program

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

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

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

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

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

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

1. Instruction and drills on emergency procedures including fire, earthquake and safety threats shall be conducted for at least 30 minutes each school month.
2. Fire drills will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year.

3. At least two drills on earthquakes for students will be conducted each year for students in all grades. Drills and instruction on earthquake emergencies shall include the response procedure known as “drop, cover, and hold on.”
4. At least two drills on safety threats will be conducted each year for students in all grades. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.
5. A map/diagram of the fire escape routes is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion.

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

The communication must include:

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

Emergency School Closure

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

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

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

Emergency Medical Treatment

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

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

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

Extracurricular Activities

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

Interested students should contact the office for additional information.

Fees, Fines and Charges

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

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

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

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

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

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

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

Field Trips

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

Flag Salute

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

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

Food Service

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

CIVIL RIGHTS COMPLAINTS PROCEDURE:

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

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

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

PAYMENT FOR MEALS AND CHARGES:

Adults pay \$4.70 for a lunch and \$2.84 for breakfast, regardless of what components they choose.

MEDIUM OF EXCHANGE:

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

MENU PLANNING OPTION:

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

ELIGIBLE STUDENTS:

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

TRANSFERS AND DROPS:

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

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

INTERNAL CONTROLS:

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

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

SECOND MEAL POLICY:

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

ADULT MEALS:

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

ALLERGIES AND SPECIAL DIETARY RESTRICTIONS:

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

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice).

TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866)377-8642 (relay voice users). USDA is an equal opportunity provider and employer.”

Fund Raising

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

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

Pediculosis (Head Lice)

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

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

Immunization and Vision/Dental Screenings

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

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

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

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

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

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

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

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

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

Lost and Found

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

Media Access to Students

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

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

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

Medication Administration

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis⁴, or a need to manage hypoglycemia, asthma, or diabetes.

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

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

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

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

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

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

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

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

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

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

Self – Medication

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

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

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

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

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

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

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

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

Contact the school office for additional information and forms.

Posters

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

Release Time for Religious Instruction

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

School Hours

SCHOOL HOURS ARE MONDAY THROUGH THURSDAY FROM 8:15 AM – 3:15 PM.

Supervision before school begins is limited to the availability of school personnel. There will be an adult on morning supervision duty at 8:15 a.m. Please do not send your child to school before this time, as doors will not open until 8:15 a.m. Due to the large number of busses in the morning and afternoon, we ask that parents dropping off and picking up use the roundabout in front of the building and not the bus lane on the side of the building. We appreciate your awareness in keeping our parking lot safe for students and families at Brockway. PLEASE DO NOT PARK AND EXIT YOUR CAR IN THE DROP OFF LANE.

Social Events

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

Surveillance Cameras

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

Telephones

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

Visitors

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

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

Volunteer Programs

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

Student Conduct

Attendance Policy

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

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

Staff will monitor and report violations of the state compulsory attendance law.

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

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

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

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

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

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

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

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

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

A. Absence Types

1. Excused Absence:

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

2. All other absences will be classified as Unexcused Absences.

3. Prearranged absences will be processed according to the following guidelines:

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

B. Notification

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

C. Truancy

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

1. Check in/ Check out through the main office

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

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

Cell Phones

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

Computer Use

Students may be permitted to use the district’s electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district’s mission or goals. Personal use of district computers, including e-mail access, is strictly prohibited

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

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

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

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

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

Dress and Grooming

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

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

Students will be asked to change or cover unacceptable clothing.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

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

7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior

Student Code of Conduct

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

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

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

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

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

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed,

concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

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

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

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

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

Discipline Definitions

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

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

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

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

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

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

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

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

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

Expulsion: Students may only be expelled for any of the following circumstances:

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

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

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

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

An expulsion shall not extend beyond one calendar year.

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

Discipline / Due Process

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

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

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

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

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, they may also be referred to law enforcement

officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

No student will be subjected to corporal punishment.

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

Discipline of Disabled Students

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

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

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

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

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

Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing

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

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

Individuals may also be referred to law enforcement officials.

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

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

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

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

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

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

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

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

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

may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

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

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

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

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

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

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

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

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

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

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

Personal Electronic Devices and Social Media

Students may possess personal electronic devices, in district facilities during the school day only as authorized by administration. A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

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

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

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

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

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

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

Student Searches

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

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

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

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

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

Questioning of Students

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

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

Student Suicide Prevention

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

Tobacco-Free Environment

Student possession, use, sale, or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. A student may be referred to law enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school.

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

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

Threats

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

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

Transportation of Students

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

Transportation Rules

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

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Transportation Discipline Procedures

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

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

Administrative Discipline Matrix – Elementary

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

Action Legend - Administrative Consequences/Interventions

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

Action Legend - Administrative Consequences/Interventions

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

Action Legend - Administrative Consequences/Interventions

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

Administrative Discipline Matrix – Elementary

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

Action Legend - Administrative Consequences/Interventions

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

Action Legend - Administrative Consequences/Interventions

<ul style="list-style-type: none"> A. Verbal Warning Teacher - Redirect B. Incidental Violation Form Completed C. Minor Referral Form Completed D. Major Referral Form Completed E. Parent Contact – Teacher F. Parent Contact – Administrator/PBIS Member G. Student Virtues Assessment H. Referral/Letter sent home I. Mandatory Parent Meeting J. Verbal Warning Administrator/PBIS Team Member K. Collaborative Problem Solving/SST Referral L. Confiscation (when applicable) M. Referral to Behavioral Specialist N. Mandatory Behavior Contract 	<ul style="list-style-type: none"> O. Referral to Truancy Officer P. Recess School Q. Recess Detention (1) R. Multiple Recess Detentions (2-3) S. Multiple Recess Detentions (4-5) T. Multiple Recess Detention (5-10) U. In-School Suspension (less than a day) V. In-School Suspension (1-4 days) W. Out of School Suspension: 1-2 Day X. Out of School Suspension: 3-4 Day Y. Out of School Suspension: 5-6 Days Z. Out of School Suspension: 7-8 Days AA. Out of School Suspension: 9-10 Days BB. Out of School Suspension pending an investigation 	<ul style="list-style-type: none"> CC. Consultation with Law Enforcement DD. Bus Referral – Verbal and Written Reprimand EE. Bus Referral – 1-5 Day Bus Suspension FF. Bus Referral – 5-10 Day Bus suspension GG. Bus Referral – Removal from School Bus HH. Referral to Law Enforcement/SRO II. Mandatory Recommendation for Expulsion JJ. No Contact Order w/written Contract KK. Restitution of Damages LL. Threat Assessment MM. Student changes clothes NN. Student Safety Plan
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Action Legend - Administrative Consequences/Interventions

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

Administrative Discipline Matrix – Elementary

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

Action Legend - Administrative Consequences/Interventions

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

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Action Legend - Administrative Consequences/Interventions

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



Lookingglass Elementary School

Parent and Student Handbook
2025-2026

“One Giant Family”

Winston-Dillard School
District’s Graduating Classes of
2039, 2038, 2037, 2036 , 2035,
2034, 2033

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Dear Parents and Students,

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

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

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

I wish you well,
Emily Ledbetter
Principal

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

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

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

The following staff has been designated to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues:
Kevin Wilson, LOCATION, wilsonk@wdsd.org, 541-679-3000 ext 3405.

The following staff has been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:
Lisa Dickover dickoverl@wdsd.org and Craig Anderson, andersonc!@wdsd.org

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

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

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

School Personnel

Emily Ledbetter Principal

Dara Smith Secretary

Kara Black Pre-K

Tammy Taylor Kindergarten

Kayla Poole First Grade

Staci Parnell Second Grade

Halie Walton Third Grade

Brittany Daugherty Fourth Grade

Andrea Sanchez Fifth Grade

Gavin Pike Music

Karl Olden Physical Education

Samantha Blevins SPED

Crystal Barklow Media Specialist

Justin Lewis Head Custodian

Jodye Powell Instructional Assistant

Alexandra Moreno Instructional
Assistant

Penni Powell Instructional Assistant

Molly Skinner Instructional Assistant

Taylor Gray Instructional Assistant

Debby Weickum Instructional
Assistant

Michael Young Instructional Assistant

Chase Taylor Instructional Assistant

Kristi Bricken Food Service

School Board of Directors

Mrs. Lorna Quimby

Mrs. Jasmine Geyer

Mr. Curt Stookey

Mrs. Susan Chase

Instruction

Mr. Bob Shigley

District Personnel

Mr. Kevin Wilson, Superintendent

Mrs. Kim Shigley, Business Manager

Mr. Shelby Beard, Facilities Manager

Mr. Dave Welker, Curriculum and

Mrs. Shelley Bozovich, Payroll/HR

Mrs. Angela Guerrero, Payroll/HR

Mrs. Michele Dunham, Admin. Asst./HR

Mrs. Joan Bunch, Admin Accounting/SPED

Important Phone Numbers

Brockway Elementary

(541) 679-3037

Douglas High School

(541) 679-3001

Lookingglass Elementary

(541) 679-3006

McGovern Elementary

(541) 679-3003

Transportation

(541) 679-3007

Winston Middle School

(541) 679-3002

Winston-Dillard District Office

(541) 679-3000

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

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

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

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

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

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

- Student's name
- Student's photograph
- Participation in officially recognized activities and sports
- Student's dates of attendance
- Student's degrees and awards received

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

Parent Signature

Date

Student Signature

Date

Academics

Mission Statement

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

Vision Statement

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

Core Values

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

Academic Integrity and Artificial Intelligence (AI)

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

Admission

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

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

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

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

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

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

Animals in the School

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent or designee that are part of an approved district curriculum or co-curricular activity are allowed in district facilities.

Companion and comfort animals are not considered service animals. Animals, except those service animals serving persons with a disability, may not be transported on the bus. Please refer to WDSB policy ING for more information.

Assemblies

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

Assessment Program

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

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

Assignment of Students to Schools

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

The district may allow transfers based on established district criteria.

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

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

Communication - An Emphasis on Two-Way Listening

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

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

Conferences

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

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

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

English Language Learners

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

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

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

Exemptions

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

Filming / Taping of Students

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

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

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

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

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

Students Experiencing Houselessness

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

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Ryan Chandler – 679-3000 ext. 3412 the district's liaison for homeless students.

Homework

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

Infection/Disease Instruction – Sensitive Curriculum

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

Infection Control and Bloodborne Pathogens

The risk of exposure to body fluids due to casual contact in the school environment is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for bloodborne pathogens¹.

Media Center

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

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

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

Parental Involvement

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

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

Parental Rights

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

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

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

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

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

Placement of Students

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made only after prior notification and explanation to the student’s parents. The final

decision will rest with school authorities, per WDSB policy IKE. To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsd.org.

Program Exemptions

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

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

Promotion, Retention and Grade Level Placement of Students

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

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

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

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

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

Release of Students from School

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

Student Needs

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

- Speech and Language Therapy
- Special Education Services

Title 1 Reading & Math Services
Behavior Specialist
School Assemblies

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the Student Services Director, Ryan Chandler 541-679-3000 ext. 3412.

Student Restraint or Seclusion

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

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

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

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
 - a. A description of the restraint or seclusion including:
 - (1) The date of the restraint or seclusion;
 - (2) The times the restraint or seclusion began and ended; and
 - (3) The location of the incident.
 - b. A description of the student's activity that prompted the use of restraint or seclusion;
 - c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
 - d. The names of staff of the district who administered the restraint or seclusion;
 - e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
 - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

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

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

A documented debriefing meeting must be held within two school days after the use of restraint or seclusion. The parent or guardian of the student must be invited to attend the meeting², and the meeting will include staff members involved in the intervention and any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student. The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

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

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

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

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

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

The use of a seclusion cell is prohibited.

Student Education Records

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

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

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

Permanent records shall include:

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

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

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

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

Access and Release of Education Records

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

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

Provision for Hearing to Challenge Content of Education Records

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

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The district shall appoint a hearings officer who shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the eligible student or student's parent(s); and
 - c. A disinterested, qualified third party appointed by the superintendent.

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

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

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

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

Request for Educational Records

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

Supervision of Students

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

Talented and Gifted Students (TAG)

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

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

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

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

Title IA Services

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

Transfer of Education Records

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

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

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

Wellness

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

General School Information

After-School Activities

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

Asbestos

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

Assignment of Students to Classes

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

Bicycles/Skateboard

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

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

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

Bus Passes

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

Checking Out Students

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

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

Classroom Disruptions

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

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

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

Communicable Diseases

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

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

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

Parents with questions should contact the school office.

Complaints

Instructional Materials Complaints

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

Placement/Enrollment of Homeless Students Complaints

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

Public Complaints

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

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

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

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

allegation in the complaint and contain reasons for the district’s decision. The Board’s decision will be final.

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

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

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

Bias Incident Complaints

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

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

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

The district prohibits the use or display of any symbols of hate on school property³, or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

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

Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)

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

Students with Disabilities Complaints

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

Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis by law should contact the building principal. The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Division 22 Education Standards Complaints

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

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

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

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

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

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

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

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

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

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

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

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

Students with Sexual Harassment Complaints

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

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

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

To view JBA/GBN-AR(1) click [HERE](#)

To view JBA/GBN-AR(2) click [HERE](#)

Talented and Gifted Programs and Services Complaints

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

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

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

Damage to District Property

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

Drug, Alcohol, Tobacco Prevention Program

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

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

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

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

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

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

1. Instruction and drills on emergency procedures including fire, earthquake and safety threats shall be conducted for at least 30 minutes each school month.
2. Fire drills will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year.
3. At least two drills on earthquakes for students will be conducted each year for students in all grades. Drills and instruction on earthquake emergencies shall include the response procedure known as "drop, cover, and hold on."
4. At least two drills on safety threats will be conducted each year for students in all grades. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.
5. A map/diagram of the fire escape routes is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion.

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

The communication must include:

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

Emergency School Closure

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

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

We will notify these stations by 6:30 AM, with updates as needed.

Flash Alert and ParentSquare will be used, as well. Please visit the school district website www.wdsd.org to sign up or renew your account.

Emergency Medical Treatment

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

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

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

Extracurricular Activities

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

Interested students should contact the office for additional information.

Fees, Fines and Charges

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

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

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

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

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

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

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

Field Trips

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

Flag Salute

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

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

Food Service

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

CIVIL RIGHTS COMPLAINTS PROCEDURE:

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

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

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

PAYMENT FOR MEALS AND CHARGES:

Adults pay \$4.70 for a lunch and \$2.84 for breakfast, regardless of what components they choose.

MEDIUM OF EXCHANGE:

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

MENU PLANNING OPTION:

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

ELIGIBLE STUDENTS:

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

TRANSFERS AND DROPS:

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

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

INTERNAL CONTROLS:

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

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

SECOND MEAL POLICY:

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

ADULT MEALS:

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

ALLERGIES AND SPECIAL DIETARY RESTRICTIONS:

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

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice).

TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866)377-8642 (relay voice users). USDA is an equal opportunity provider and employer.”

Fund Raising

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

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

Pediculosis (Head Lice)

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

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

Immunization and Vision/Dental Screenings

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

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

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

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

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

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

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

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

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

Lost and Found

Children and parents are invited to search through the lost and found for missing personal articles. Please ask the school office where to locate lost and found bin. Unclaimed articles will be disposed of at the end of each school year. Loss or suspected theft of personal or district property should be reported to the school office. The district will not be responsible for the loss of, or damage to personal

property. **Parents are encouraged to write the child’s first and last name in coats, hats, sweatshirts, etc.**

Media Access to Students

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

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

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

Medication Administration

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis⁴, or a need to manage hypoglycemia, asthma, or diabetes.

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

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

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

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

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the

medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

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

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

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

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

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

Self – Medication

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

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

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

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

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

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

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

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

Contact the school office for additional information and forms.

Posters

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

Release Time for Religious Instruction

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

School Hours

SCHOOL HOURS ARE MONDAY THROUGH THURSDAY FROM 8:25 AM – 3:45 PM.

Supervision before school begins is limited to the availability of school personnel. The front doors will open and students can enter with supervision on duty at 8:15 a.m. Please do not send your child to school before this time, as doors will not open until 8:15 a.m. We appreciate your awareness in keeping our parking lot safe for students and families at Lookingglass. PLEASE DO NOT PARK AND EXIT YOUR CAR IN THE DROP OFF LANE.

Social Events

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

Surveillance Cameras

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

Telephones

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

Visitors

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

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

Volunteer Programs

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

Student Conduct

Attendance Policy

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

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

Staff will monitor and report violations of the state compulsory attendance law.

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

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

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

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

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

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

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

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

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

A. Absence Types

1. Excused Absence:

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

2. All other absences will be classified as Unexcused Absences.

3. Prearranged absences will be processed according to the following guidelines:

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

B. Notification

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

C. Truancy

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

- 1. Check in/ Check out through the main office

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

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

Cell Phones

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

Computer Use

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including e-mail access, is strictly prohibited

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

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

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

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

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

Dress and Grooming

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

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

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

Students will be asked to change or cover unacceptable clothing.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

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

Student Code of Conduct

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

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

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

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

1. Assault;

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

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

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

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

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

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

Discipline Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

An expulsion shall not extend beyond one calendar year.

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

Discipline / Due Process

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

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

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

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

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

No student will be subjected to corporal punishment.

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

Discipline of Disabled Students

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

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

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

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

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

Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing

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

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

Individuals may also be referred to law enforcement officials.

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

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

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

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

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

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

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

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

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

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

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

- Step 1 Any reports or information on acts of hazing, harassment, intimidation or bullying or acts of cyberbullying (e.g., complaints, rumors,) shall be presented to the building principal. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.
- Step 2 The principal receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The principal will arrange such meetings as may be necessary with all concerned parties within five school days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

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

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

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

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

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

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

Personal Electronic Devices and Social Media

Students may possess personal electronic devices, in district facilities during the school day only as authorized by administration. A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

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

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

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

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

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

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

Student Searches

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

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

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

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

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

Questioning of Students

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

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

Student Suicide Prevention

See districts suicide prevention plan at the following location-

http://winstondillard.cyberschool.com/files/user/2/file/WDSB_Suicide_Prevention_Plan.pdf

Tobacco-Free Environment

Student possession, use, sale, or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. A student may be referred to law enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school.

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

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

Threats

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

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

Transportation of Students

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

Transportation Rules

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

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;

4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Transportation Discipline Procedures

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

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

Administrative Discipline Matrix – Elementary

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

Action Legend - Administrative Consequences/Interventions

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

Action Legend - Administrative Consequences/Interventions

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

Action Legend - Administrative Consequences/Interventions

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

Administrative Discipline Matrix – Elementary

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

Action Legend - Administrative Consequences/Interventions

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

Action Legend - Administrative Consequences/Interventions

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

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

Administrative Discipline Matrix – Elementary

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

Action Legend - Administrative Consequences/Interventions

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

Action Legend - Administrative Consequences/Interventions

<ul style="list-style-type: none"> A. Verbal Warning Teacher - Redirect B. Incidental Violation Form Completed C. Minor Referral Form Completed D. Major Referral Form Completed E. Parent Contact – Teacher F. Parent Contact – Administrator/PBIS Member G. Student Virtues Assessment H. Referral/Letter sent home I. Mandatory Parent Meeting J. Verbal Warning Administrator/PBIS Team Member K. Collaborative Problem Solving/SST Referral L. Confiscation (when applicable) M. Referral to Behavioral Specialist N. Mandatory Behavior Contract O. Referral to Truancy Officer 	<ul style="list-style-type: none"> P. Recess School Q. Recess Detention (1) R. Multiple Recess Detentions (2-3) S. Multiple Recess Detentions (4-5) T. Multiple Recess Detentions (5-10) U. In-School Suspension (less than a day) V. In-School Suspension (1-4 days) W. Out of School Suspension: 1-2 Day X. Out of School Suspension: 3-4 Day Y. Out of School Suspension: 5-6 Days Z. Out of School Suspension: 7-8 Days AA. Out of School Suspension: 9-10 Days BB. Out of School Suspension pending an investigation 	<ul style="list-style-type: none"> CC. Consultation with Law Enforcement DD. Bus Referral – Verbal and Written Reprimand EE. Bus Referral – 1-5 Day Bus Suspension FF. Bus Referral – 5-10 Day Bus suspension GG. Bus Referral – Removal from School Bus HH. Referral to Law Enforcement/SRO II. Mandatory Recommendation for Expulsion JJ. No Contact Order w/written Contract KK. Restitution of Damages LL. Threat Assessment MM. Student changes clothes
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Action Legend - Administrative Consequences/Interventions

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



Parent and Student Handbook 2025 - 2026

Fast, Focused, Fearless—Like the Cheetah, We Strive for
Excellence in All We Do.

Winston-Dillard School District's Graduating Classes of
2035, 2034, 2033

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Dear Parents/Guardians and Students,

Welcome to McGovern! It is our pleasure to partner with you during this school year. Our top priority is to provide each student with meaningful experiences every day. I look forward to our journey together as we work as a team to ensure student success.

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

The McGovern team invites you to participate in your child's educational experiences through effective communication and collaboration. In partnering together, we can provide positive educational experiences and an environment where students strive for excellence.

Go Cheetahs, Go!

Kindly,

Janna Norton
Principal

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

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

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

The following staff has been designated to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues:

Kevin Wilson, LOCATION, wilsonk@wdsd.org, 541-679-3000 ext 3405.

The following staff has been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Ryan Chandler, LOCATION, chandler@wdsd.org, 541-679-3000 ext.

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

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

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

School Personnel

McGovern Office:

Janna Norton – Principal
 Kristee Sanders – Secretary
 Morgan Maldonado – Office Function Assistant
 Mareena Robbins – Dean of Students
 Shilo Hester – Child Development Specialist

Custodians:

Gina Anderson – Head Custodian
 Careyine Cichy – Custodian
 Melissa Meaux – Custodian

Support Staff:

SueAnne Boydston – Media Specialist
 Nick Garcia – ESD Behavioral Aid
 Deborah Walker – Instructional Assistant
 Sonia Brown – Instructional Assistant
 Kirstin Brazeal – Instructional Assistant
 Robyn Fowler – Instructional Assistant
 Valerie Perkins – Instructional Assistant
 Summer Smith – Instructional Assistant
 Britany Bowden – Instructional Assistant

Breeann Stoffal – Instructional Assistant

Food Service:

Kelly Barlow
 Peggy Jenkins

Teachers:

Sandy Reno – Title One
 Gavin Pike – Music Teacher
 Brad Hirsch – PE Teacher
 Johnathon Hatton – SPED
 Cindy VanAllen – SPED
 Mikenna Fusco – Third Grade Teacher
 Paulette Goodman – Third Grade Teacher
 Taylor Davis – Third Grade Teacher
 Norma Frost – Third/Fourth Grade Teacher
 Keli Bruehling – Fourth Grade Teacher
 Jennifer Foreman – Fourth Grade Teacher
 Shannon Hoshowski – Fourth Grade Teacher
 Aaron Bormuth – Fifth Grade Teacher
 Brian Hobbs – Fifth Grade Teacher
 Jenna Carpenter – Fifth Grade Teacher

School Board of Directors

Mrs. Lorna Quimby
 Mrs. Jasmine Geyer
 Mr. Curt Stookey
 Mrs. Susan Chase
 Instruction
 Mr. Bob Shigley

District Personnel

Mr. Kevin Wilson, Superintendent
 Mrs. Kim Shigley, Business Manager
 Mr. Shelby Beard, Facilities Manager
 Mr. Dave Welker, Curriculum and

Mrs. Shelley Bozovich, Payroll/HR
 Mrs. Angela Guerrero, Payroll/HR
 Mrs. Michele Dunham, Admin. Asst./HR
 Mrs. Joan Bunch, Admin Accounting/SPED

Important Phone Numbers

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

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

I understand and consent to the responsibilities outlined in the Student Code of Conduct as outlined in the McGovern Student/Parent Handbook. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided

transportation. I understand that should my student violate the Student Code of Conduct shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

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

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

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

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

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

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

Parent Signature Date

Student Signature Date

Academics

Mission Statement

The mission of McGovern Elementary School is to promote lifelong learning, respect, and responsibility in a positive, safe environment where staff, students, parents, and the community work as a team to prepare children for a successful life.

Vision Statement

We believe that children are the future and that our society is dependent upon well-educated and informed citizens. Communication is essential among all participants in the educational process. Therefore, we strive to:

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

Academic Integrity and Artificial Intelligence (AI)

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

Admission

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

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

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

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

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

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

Animals in the School

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent or designee that are part of an approved district curriculum or co-curricular activity are allowed in district facilities.

Companion and comfort animals are not considered service animals. Animals, except those service animals serving persons with a disability, may not be transported on the bus. Please refer to WSDS policy ING for more information.

Assemblies

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

Assessment Program

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

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

Assignment of Students to Schools

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

The district may allow transfers based on established district criteria.

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

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

Communication - An Emphasis on Two-Way Listening

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

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

Conferences

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

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

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

English Language Learners

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

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

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

Exemptions

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

Filming / Taping of Students

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

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

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

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

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

Students Experiencing Houselessness

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

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Ryan Chandler – 679-3000 ext. 3412 the district's liaison for homeless students.

Homework

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

Infection/Disease Instruction – Sensitive Curriculum

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

Infection Control and Bloodborne Pathogens

The risk of exposure to body fluids due to casual contact in the school environment is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for bloodborne pathogens¹.

Media Center

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

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

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

Parental Involvement

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

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

Parental Rights

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

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

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

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

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

Placement of Students

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made only after prior notification and explanation to the student’s parents. The final

decision will rest with school authorities, per WDSB policy IKE. To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsd.org.

Program Exemptions

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

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

Promotion, Retention and Grade Level Placement of Students

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

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

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

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

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

Release of Students from School

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

Student Needs

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

- Speech and Language Therapy
- Special Education Services

Title 1 Reading & Math Services
Behavior Specialist
School Assemblies

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the Student Services Director, Ryan Chandler 541-679-3000 ext. 3412.

Student Restraint or Seclusion

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

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

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

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
 - a. A description of the restraint or seclusion including:
 - (1) The date of the restraint or seclusion;
 - (2) The times the restraint or seclusion began and ended; and
 - (3) The location of the incident.
 - b. A description of the student's activity that prompted the use of restraint or seclusion;
 - c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
 - d. The names of staff of the district who administered the restraint or seclusion;
 - e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
 - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

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

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

A documented debriefing meeting must be held within two school days after the use of restraint or seclusion. The parent or guardian of the student must be invited to attend the meeting², and the meeting will include staff members involved in the intervention and any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student. The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

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

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

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

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

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

The use of a seclusion cell is prohibited.

Student Education Records

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

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

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

Permanent records shall include:

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

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

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

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

Access and Release of Education Records

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

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

Provision for Hearing to Challenge Content of Education Records

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

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The district shall appoint a hearings officer who shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the eligible student or student's parent(s); and
 - c. A disinterested, qualified third party appointed by the superintendent.

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

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

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

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

Request for Educational Records

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

Supervision of Students

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

Talented and Gifted Students (TAG)

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

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

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

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

Title IA Services

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

Transfer of Education Records

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

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

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

Wellness

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

General School Information

After-School Activities

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

Asbestos

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

Assignment of Students to Classes

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

Bicycles/Skateboard

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

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

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

Bus Passes

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

Checking Out Students

We are asking for your help so that we can protect and ensure the safety of your child. When you check your youngster out of school, please come to the office and sign the checkout form. At that time, the office staff will call your child out of the class. The record of who is authorized to check out students is kept in the office. This way we can assure you that only someone who has your permission may leave school with your child.

The end of each school day is a time that is especially busy. Homework is assigned, bulletins are handed out, and teachers often review what has been taught. Therefore, prior arrangements for a change of normal end-of-day plans will help all involved.

Classroom Disruptions

We request that telephone calls that require us to disrupt classes be on an emergency basis only. Calls such as “Have Mary go to grandmother’s house,” or “Tell Ralph to wait until I can pick him up,” do disrupt the classroom. **We ask that plans be made ahead of time and that a note be sent with your child in the morning.** Notes to check students out before the end of the school day are also very important and much appreciated. We know how important dentist and doctor appointments are, but if you can make them after school this will avoid disrupting your child’s learning. If an emergency arises and you need to get a message to your child, please come to the office or call us and we will get the message to him/her.

Sometimes parents send balloons or flowers to the office to be delivered to the classroom. Teachers have requested that the office not disrupt their instructional time; instead, the child will be called to the office just before the end of the day to pick up gift items. **Balloons or flowers are not allowed on the bus.** Please consider these things if you decide to have balloons or flowers delivered to the school.

We appreciate your cooperation in this matter. More instructional time for your son or daughter means more learning is taking place. This is precious time, and we want to use it to our students’ best advantage.

Communicable Diseases

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation GBEB-AR – Communicable Diseases – in Schools. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to contact the office so that other students who have been exposed to the disease can be alerted.

Parents with questions should contact the school office.

Complaints

Instructional Materials Complaints

Concerns and complaints regarding instructional materials from students or parents should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal concern, a “Reconsideration Request Form for Reconsideration of Instructional Materials” may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school’s written decision in accordance the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district’s liaison for students in navigating housing instability.

Public Complaints

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The district’s complaint procedure is on the district’s website.

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the principal. The principal shall evaluate the complaint and render a decision within five working days after receiving the complaint.

If the complaint is not resolved, within 10 school days of the meeting with the principal, the complainant, if they wish to pursue the action, shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved and prepare a report of findings and conclusion and provide the report in writing or in an electronic form to the complainant within 10 school days after receiving the written complaint.

If the complainant is dissatisfied with the superintendent’s or designee’s findings and conclusion, the complainant may appeal the decision to the Board within five school days of receiving the superintendent’s decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the superintendent’s decision is final. The complainant shall be informed in writing or in electronic form of the Board’s decision within 20 school days from the hearing of the appeal by the Board. The Board’s decision will address each

allegation in the complaint and contain reasons for the district’s decision. The Board’s decision will be final.

Complaints against the principal may be file with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from, or otherwise left the district.

Bias Incident Complaints

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

“Symbol of hate” means nooses, symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property³, or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.

Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)

See administrative regulation JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district’s services, activities or programs to a student, should be directed to the special education director.

Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis by law should contact the building principal. The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Division 22 Education Standards Complaints

Any resident of the district, parent of a student attending district schools or a student attending a school in the district may make an appeal or complaint alleging violation of the district's compliance with a Division 22 educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint within 90 days of the initial filing of a complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Suspected Sexual Conduct with Students by District Employees, Contractors, Agents and Volunteers of the District

Sexual conduct by district employees, contractors, agents, and volunteers is not to be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy JHFF/GBNAA – Suspected Sexual Conduct with Students and Reporting Requirements.

“Sexual conduct,” means verbal or physical conduct or verbal; written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are: 1) sexual advances or requests for sexual favors directed toward the student; or 2) of a sexual nature that are directed toward the student, have the effect of unreasonably interfering with a student's educational performance, or create an intimidating, hostile or offensive educational environment. “Sexual conduct” does not include touching that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The district will post in each school building the name and contact information of the licensed administrator designated for the respective school buildings to receive sexual conduct reports, and the procedures the designee will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports at McGovern Elementary School is the building principal. In the event this person is the suspected perpetrator; the superintendent or Board chair shall receive the report. When the personnel director or superintendent takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools. This training will be offered separately from the training provided to district employees.

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsd.org.

Students with Sexual Harassment Complaints

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures

See administrative regulation JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

See administrative regulation JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

To view JBA/GBN-AR(1) click [HERE](#)

To view JBA/GBN-AR(2) click [HERE](#)

Talented and Gifted Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the District TAG Coordinator who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the Deputy Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. A copy of the OAR will be provided upon request.

Damage to District Property

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. This includes damage to the district's network and other electronic systems. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed.

Drug, Alcohol, Tobacco Prevention Program

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Drug, alcohol, and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students. The district will maintain a drug-free educational environment.

An intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

Parents are encouraged to contact the office for information on district and community resources available to assist students in need.

Emergency Drills – Fire, Earthquake, Safety Threats and Other Emergency Drills

1. Instruction and drills on emergency procedures including fire, earthquake and safety threats shall be conducted for at least 30 minutes each school month.
2. Fire drills will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year.
3. At least two drills on earthquakes for students will be conducted each year for students in all grades. Drills and instruction on earthquake emergencies shall include the response procedure known as "drop, cover, and hold on."
4. At least two drills on safety threats will be conducted each year for students in all grades. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.
5. A map/diagram of the fire escape routes is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

Emergency School Closure

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, and early dismissal of students. In either case, the decision will be announced over area stations, including:

KGRV	(700 AM)	KRBR	(950 AM)
KRNR	(1490 AM)	KRSB	(103.1 FM)
KQEN	(1240 AM)	KPIC	(CH. 4)

We will notify these stations by 6:30 AM, with updates as needed.

Flash Alert and ParentSquare will be used, as well. Please visit the school district website www.wdsd.org to sign up or renew your account.

Emergency Medical Treatment

A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

Extracurricular Activities

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics, and other activities has to offer.

Interested students should contact the office for additional information.

Fees, Fines and Charges

A request to waive the student's debt must be submitted in writing to the principal or designee. Fees, fines, and charges owed to the district may be waived at the discretion of the principal or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt.

Such requests must be received no later than 10 calendar days following the district's notice.

All such restrictions and/or penalties shall end upon payment of amount owed.

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies (e.g., pencils, paper, erasers, and notebooks) and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrument rental and uniform maintenance;
8. Optional student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Fees for use of towels provided by the district for P.E. classes or athletics;
12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities.]

No student will be denied an education because of an inability to pay supplementary fees.

Field Trips

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

Flag Salute

Students shall receive instruction in respect for the National Flag and will be provided an opportunity to salute the United States Flag at least once a week by reciting *The Pledge of Allegiance*.

Individual students who do not participate in the salute must maintain a respectful silence during the salute.

Food Service

Winston-Dillard School District #116 NSLP Food Service Operating Procedures (Implemented 7/1/15)

CIVIL RIGHTS COMPLAINTS PROCEDURE:

A "Justice for All" poster is displayed in a visible place for students and parents to see in the cafeteria, school offices, and the District Office. The following procedure is followed, in order, when a student or parent approaches a cafeteria staff member with a civil rights concern:

- 1) Civil Rights Complaint Received by Sponsor (Verbal or Written)
- 2) Civil Rights Complaint Documented in Civil Rights Complaint Log
- 3) Sponsor gives Complainant Civil Rights Complaint Form and/or Sponsor Completes Civil Rights form with Complainant
- 4) If Complainant Returns Civil Rights Complaint Form to Sponsor, Sponsor Forwards Civil Rights Complaint Form to ODE within 3 working days.

Each school kitchen site shall provide assurance that they agree to compile data, maintain records, and submit reports, as required, to permit effective enforcement of the nondiscrimination laws. Food service staff will permit authorized departments and USDA personnel, during normal working hours, to review such records, books, and account as needed to ascertain compliance with nondiscrimination laws. All Food Service employees are trained yearly on civil rights procedures.

PAYMENT FOR MEALS AND CHARGES:

Adults pay \$4.70 for a lunch and \$2.84 for breakfast, regardless of what components they choose.

MEDIUM OF EXCHANGE:

All meals are counted at the POS and all Cashiers/Cooks receive training on Offer vs. Serve and school nutrition guidelines.

MENU PLANNING OPTION:

Offer vs. Serve is used at all schools. Students must take three of the five offered components (fruit, vegetable, dairy, grain, meat/meat alternate) with a minimum of ½ c serving being either a fruit or a vegetable or a combination of both. For breakfast, students must take three of the four offered components with a minimum of ½ c serving being either a fruit or a vegetable.

ELIGIBLE STUDENTS:

National School Lunch and Breakfast Programs are available to all Winston-Dillard School District #116 students, Pre-K through 12th grade.

TRANSFERS AND DROPS:

Transfers: Students who transfer from one Winston-Dillard School to another intra-district site are tracked through Synergy the District student information system. Once the information is entered the student will automatically be updated the following day in Mealtime.

No Longer Enrolled: The same procedure as for transfer students is used for students no longer enrolled at Winston-Dillard School District.

INTERNAL CONTROLS:

Information from each site's daily closeout is immediately available for review by the District Office. Cashiers and Secretary have their own password to access the system which should not be shared with others. This allows the District Office the ability to track whom the transaction was entered by.

The District Office does edit checks for each daily meal count at each site, using the appropriate year's attendance factor. The District Office will conduct site monitoring annually before February 1st of each year.

SECOND MEAL POLICY:

If a student would like to purchase a second meal, it can be purchased at full price. It is counted as an a la carte sale and students must have funds on their accounts to pay for it. A second meal is never put into the POS as a reimbursable meal. This policy applies to all students regardless of status.

ADULT MEALS:

All adult sales are registered as adult and charged the full price of the meal regardless as to what part of the meal they choose. Adult meals are entered in the POS separately from reimbursable meals.

ALLERGIES AND SPECIAL DIETARY RESTRICTIONS:

Food allergies, intolerances, and special dietary needs are observed for students who have a medical statement on file, which is signed by a physician. Copies of the special diets/allergies are located at each site. The Cashiers and Cooks are aware of those students with restrictions through communication with school office staff and is flagged in the POS.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice).

TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866)377-8642 (relay voice users). USDA is an equal opportunity provider and employer.”

Fund Raising

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 10 days before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body business manager serves as the student government representative in administration of student activity funds.

Pediculosis (Head Lice)

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel.

School personnel will notify the parent or guardian of a student found with head lice and may provide information on treatment. The student will be allowed to remain in school.

Immunization and Vision/Dental Screenings

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious, philosophical beliefs and/or medical exemption, the student is not immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. The student's parents or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

The parents or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

1. A vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the educational program, submit a certification that the student has, received a dental screening within the previous 12 months.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parents or guardian of the student;
3. The dental screening is a burden, as defined by the State Board of Education, for the student or parent or guardian of the student

Lost and Found

Children and parents are invited to search through the lost and found for missing personal articles. Please ask the school office where to locate lost and found bin. Unclaimed articles will be disposed of at the end of each school year. Loss or suspected theft of personal or district property should be reported to the school office. The district will not be responsible for the loss of, or damage to personal

property. **Parents are encouraged to write the child’s first and last name in coats, hats, sweatshirts, etc.**

Media Access to Students

Media representatives may be allowed to interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Medication Administration

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis⁴, or a need to manage hypoglycemia, asthma, or diabetes.

Students may be permitted to take medication and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations, and the following:

Request and parental permission for the district to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.

Written instructions of the prescriber are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration, any other special instructions, and the signature of the prescriber. A prescription label prepared by a pharmacist at the direction of a prescriber meets the requirements for written instructions from the prescriber, if the information above is included (excluding the signature).

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer nonprescription medication (parental signature in place of prescriber signature).

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the

medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

A request to the district to administer non-prescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law.

A process shall be established by which, upon parent written request, a backup prescribed auto-injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

Premeasured Doses of Epinephrine - A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

Naloxone -Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

Self – Medication

Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
2. Permission from a building administrator, prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the student's response to the medication.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

A request to the district to administer or allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

Students may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage: in these situations, the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

Posters

Signs, banners, or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

Release Time for Religious Instruction

Students may be excused from school for religious instruction, not to exceed two hours for grades 1 through 8 and five hours for grades 9 through 12 in any school week.

School Hours

SCHOOL HOURS ARE MONDAY THROUGH THURSDAY FROM 8:00 AM – 3:30 PM.

Supervision before school begins is limited to the availability of school personnel. There will be an adult on morning supervision duty at 8:15 a.m. Please do not send your child to school before this time, as doors will not open until 8:15 a.m. Due to the large number of busses in the morning and afternoon, we ask that parents dropping off and picking up use the roundabout in front of the building and not the bus lane on the side of the building. We appreciate your awareness in keeping our parking lot safe for students and families at McGovern. PLEASE DO NOT PARK AND EXIT YOUR CAR IN THE DROP OFF LANE.

Social Events

The rules of good conduct and grooming shall be observed for social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.

Surveillance Cameras

Stationary cameras may be used in public areas of the school campus. These recordings are used to increase student safety and maintain school property.

Telephones

We want to assist you and your children at all times. However, the school telephones are for school business and emergency use. The students are expected to make social arrangements prior to leaving home.

Visitors

When you visit the school, it is important that we know you are in the building. **Please stop at the office and check in.** Any time you wish to observe your child's classroom, just give us a call, and we will be happy to make arrangements for you to do so.

- For security reasons, visitors, **including parents**, must come to the office to make arrangements for classroom visits or student pickup. Going unannounced to the classroom during instructional time can also disrupt the learning process. We appreciate your cooperation in this matter.
- Visit by Non-Enrolled Children- Visits to rooms during class time by pre-school, middle school, high school, or non-enrolled students are not permitted without prior administrative and teacher permission.
- Guests may visit during the lunch hour with permission from the office. Visitors who wish to eat lunch will need to purchase meals in the front office.

Volunteer Programs

Parents are always welcome at McGovern Elementary School. There are many opportunities for you to assist in the classrooms, lunchroom, or on the playgrounds. We have a Volunteer Parent coordinator who will be happy to help get you involved. If you wish to observe a class, please call and we will set up a time.

Student Conduct

Attendance Policy

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Persons having legal control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to send the child to school and maintain regular attendance during the entire school term.

All students five years of age who have been enrolled in a public school are required to attend regularly. Persons having control of a child, who is five years of age and who have enrolled the child in a public school, are required to send the child to school attend and maintain the child in regular attendance during the school term.

Staff will monitor and report violations of the state compulsory attendance law.

A parent will be issued a written notification in the native language of the parent, and the superintendent or designee will schedule a conference with the nonattending student and their parent(s) to discuss attendance requirements. At this time, the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a notice by the district for the student's failure to attend school.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child may be a Class A violation.

Each school shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal or religious considerations.

A student who must leave school during the day, must bring a note from their parent, must have a parent visit the office to pick up the student or must have a parent send a communication to the school via phone, email, or ParentSquare. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The school office will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any unexcused reason will not be allowed to participate in school-related activities on that day or evening.

In order for an absence to be excused, a parent must communicate the reason for the absence by phone, email, or ParentSquare. A student's absence from school or class will be excused under the following circumstances:

A. Absence Types

1. Excused Absence:

- Illness including mental and behavioral health of the student;
- Illness of an immediate family member when the student's presence at home is necessary;
- Emergency situations that require the student's absence;
- Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year.
- Field trips and school-approved activities;
- Medical or dental appointments. Confirmation of appointments may be required;
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

2. All other absences will be classified as Unexcused Absences.

3. Prearranged absences will be processed according to the following guidelines:

- a) Prearranged absences are limited to five (5) per 3 month period.
- b) The student's academic and attendance records are satisfactory
- c) Prearranged absence requests are required for anticipated absences of three (3) or more
- d) Students are responsible for all missed course work
- e) Parents are required to submit prearranged absence forms to their teachers prior to approval in advance of the absence
- f) School officials shall determine whether a prearranged absence is excused or unexcused

B. Notification

1. Parents must contact the school, by telephone or signed note, within 48 hours of the student absence. After 48 hours, the student absence will be classified as truant (see truancy policy).
2. Student absences will be excused according to school policy (see above)
3. Parents may also excuse absences with prior notification to the school
4. Parents will be notified each day a student is marked unexcused absent by our automatic calling system. The system will call the primary contact number listed in the student's records.

C. Truancy

A student who is absent from school without a valid excuse or from any portion of the school day without permission may be considered truant. Students who arrive late or leave early for reasons that cannot be excused in accordance with state law must:

1. Check in/ Check out through the main office

Students who are consistently truant may be subject to disciplinary action including detention, according to the discipline matrix.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsd.org.

Cell Phones

At McGovern, we understand that students may need access to cell phones to contact parents before and after school. Based on this understanding, students are allowed to have cell phones at school. However, cell phones need to be turned off and “out of sight” during the school day. This includes text messaging as well as making phone calls. Cell phones that are not “out of sight” will be taken and brought to the office. Students may pick up their phone after school, if it is their first offense. Subsequent offenses will require a parent to pick up the student phone. Furthermore, McGovern Elementary is not responsible for lost or stolen cell phones.

Computer Use

Students may be permitted to use the district’s electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district’s mission or goals. Personal use of district computers, including e-mail access, is strictly prohibited

The district’s electronic communications system meets the following federal Children’s Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The on-line activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called “hacking” and other unlawful activities by students on-line is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students’ access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received, or contained in the district’s information system are the district’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district’s system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring.

By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

Students' who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

Dress and Grooming

At McGovern, dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards. Therefore, we have established some guidelines to assist in preparing students for learning and future endeavors:

1. Clothing should appropriately cover the torso, including all personal parts of the body.
2. Clothing that allows the display of undergarments, backside, or midriff is inappropriate.
3. Shorts/skirts/dresses should be at least mid-thigh in length depending on the body type and appropriate coverage.
4. Pants are to be secured at the waist either by natural fit or by a belt.
5. Shirts/tops are to cover the stomach/backside and should extend over the top of the pants so that the stomach/backside remains covered during all activities.
6. Tank tops may be worn alone if they are cut close under the arm and cover any undergarments at all times. Loose fitting tank tops or very tight-fitting tank tops are to be worn with another shirt over or under them.
7. Halter or single strap tops are not permitted. This includes spaghetti straps.
8. Open-toed footwear or flip-flops create a potential for injury and should not be worn during physical activity, such as P.E.
9. All students should have shoes available that allow for safe participation in P.E. and on the playground (i.e., Tennis Shoes).
10. Clothes that promote violence are not acceptable.
11. Clothing with slogans or images of alcohol, tobacco, or other drugs is not permitted.
12. Clothing with inappropriate language, pictures, or logos is not acceptable.
13. No hats or hoods are to be worn in the building; they may be worn outside.
14. No pajamas should be worn to school.

Students will be asked to change or cover unacceptable clothing.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records

7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior

Student Code of Conduct

Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state law

The district has authority and control over a student at school during the regular school day, at any school or district-sponsored activity, regardless of time or location, and while being transported in district-provided transportation.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school – sponsored events, while at other schools in the district, and while off campus whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying or menacing, or cyberbullying as prohibited by Board policy JFCF/GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing and accompanying administrative regulation or cyberbullying, as prohibited by Board policy JFCFA/GBNAA - Cyberbullying;
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing or using a weapon*** as prohibited by Board policy JFCJ - Weapons in the Schools;
8. Vandalism/Malicious Mischief/Theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students including willful damage or destruction to district property; or to private property on district premises or at school-sponsored activities;
9. Sexual Harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
10. Possession, Distribution, or use of tobacco products, inhalant delivery systems, alcohol or drugs, or other controlled substances including drug paraphernalia as prohibited by Board policy(ies)
11. Use or display of profane or obscene language;
12. Disruption of the school environment.
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school or classroom rules.

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed,

concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

In accordance with the federal Gun-Free School Zone Act, possession, or discharge of a firearm in a school zone is prohibited. A “school zone” as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful manufacture or delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsb.org.

Discipline Definitions

Detention: Detention is a short term, supervised exclusion of the student. Detentions are served at recess times and students are required to bring material to work on for the duration of the detention.

Suspension: A student whose conduct or condition is seriously detrimental to the school’s best Interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful disobedience and violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures district property.

The use of out-of-school suspension for discipline of a student in the fifth grade or below, is limited to: a) nonaccidental conduct causing serious physical harm to a student or employee; b) when a school administrator determines, based on the administrator’s observation or upon a report from an employee, the student’s conduct poses a threat to the health or safety of students or employees; or c) when the suspension is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting to minimize the disruption of the student’s academic instruction.

The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term, and unit examinations without an academic penalty.

Expulsion: Students may only be expelled for any of the following circumstances:

- a) when a student's conduct poses a threat to the health or safety of students or employees;
- b) when other strategies to change the student's conduct have been ineffective, except that expulsion may not be used to address truancy; or
- c) when required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to:

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law as part of the expulsion process.

Discipline / Due Process

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the district is based upon a philosophy designed to produce behavioural changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, they may also be referred to law enforcement

officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

No student will be subjected to corporal punishment.

The district may provide information regarding recovery schools to students being disciplined for substance abuse violations.

Discipline of Disabled Students

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing

Hazing, harassment, intimidation, menacing, cyberbullying or bullying, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation or bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of this Board policy JFCF and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment, i.e., personal servitude; sexual stimulation/sexual assault; forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements; forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
3. Creating a hostile educational environment including interfering with the psychological wellbeing of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, and familial status, source of income or disability.

“Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational environment may also be considered cyberbullying, harass, intimidate or bully.

“Menacing” includes, any act intended to place a student in fear of imminent serious physical injury.

“Retaliation” means any acts of, but not limited to, hazing, harassment, intimidation, menacing, bullying, or acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting or participate in the investigation of hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

The principal will take reports and conduct a prompt investigation of any reported act of hazing, harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating Violence or Domestic Violence - Student shall immediately report their concerns to the principal who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating violence or Domestic Violence – Students shall immediately report their concerns to the principal who has overall responsibility for all investigations. A report made by a student or volunteer may be made anonymously. A student

may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

The district shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356).

All reports will be promptly investigated in accordance with the following procedures:

Step 1 Any reports or information on acts of hazing, harassment, intimidation or bullying or acts of cyberbullying (e.g., complaints, rumors,) shall be presented to the building principal. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The principal receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The principal will arrange such meetings as may be necessary with all concerned parties within five school days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the person making the report within 10 working days of receipt of the information or report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 2 If the person making the report is not satisfied with the decision at Step II, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 school days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within 10 working days.

Step 4 If the person making the report is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within 30 of receipt of the appeal by the Board.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of harassment, intimidation or bullying, cyberbullying, and documentation will be maintained as a confidential file in the district office.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsb.org.

Personal Electronic Devices and Social Media

Students may possess personal electronic devices, in district facilities during the school day only as authorized by administration. A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.

Personal electronic devices brought to school may be used for appropriate/approved classroom or instruction related activities. Devices that have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.]

The district will not be liable for personal communication devices brought to district property and district-sponsored activities. The district will not be liable for information/comments posted by students on social media websites, when the student is not engaged in district activities, and not using district equipment

Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the building principal will be subject to disciplinary action. The device may be confiscated and will be released to the student’s parents.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

The district will not be responsible for the loss of, or damage to, personal property.

Student Searches

District officials may search the student, their personal property, and property assigned by the district for the student’s use on district property or when the student is under the jurisdiction of the school when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be “reasonable in scope”, that is, the measures used are reasonably related to the objectives of the search, the unique features of the official’s responsibilities, and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation, or school rule, or which the possession or use of is prohibited by such law, policy, regulation, or rule.

District-owned storage areas assigned for student use, such as lockers, and desks, may be routinely inspected. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance or proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation, or school rule may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning of Students

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation except as provided below.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

Student Suicide Prevention

See districts suicide prevention plan at the following location-
http://winstondillard.cyberschool.com/files/user/2/file/WDSO_Suicide_Prevention_Plan.pdf

Tobacco-Free Environment

Student possession, use, sale, or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. A student may be referred to law enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school.

"Tobacco product" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

"Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device, or a component of a device; or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

Threats

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass or intimidate another. Additionally, false threats, to damage school property, will not be tolerated.

Students in violation of the district’s Board policy JFCM – Threats of Violence will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

Transportation of Students

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

Transportation Rules

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Transportation Discipline Procedures

When a discipline concern arises on a vehicle serving a regular route or trip, the school administrator will implement the discipline matrix consequences. Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student’s individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

Handbook revisions can be made at any time as deemed necessary by the building principal

Administrative Discipline Matrix – Elementary

Type of Incident	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence
Attendance Incidents					
Tardiness	E	E	F, H, P	H, P	H, P
Truancy	F	F, H	F, I, O, P	F, I, O, P	F, I, O, P
Leaving Class Without Permission	A, C, E, R	A, C, F, G, S	A, D, I, K, T	A, D, I, K, M, T	A, D, I, K, T
Out of Assigned Area	A, C, E, R	A, C, F, G, S	A, D, I, K, T	A, D, I, K, M, T	A, D, I, K, T
Rule Violation Incidents					
Dress Code	C, E or F, MM	C, E or F, F, MM	E or F, D, F, Q, MM	F, R, MM	D, I, S, MM
Cheating/Plagiarism	A, B, E	A, C, E, Q	C, E, R	D, F, S	D, I, K, T
Recess Detention – Unserved	F, R	F, S	F, T	F, V, K	F, V
Loud Voice/Yelling/Noise Making	A, B, E	A, C, E, G, Q	C, E, R	D, F, I, S	D, F, I, K, T
Name Calling - Teasing	A, B, E	A, C, E, G, Q	C, E, R	D, F, I, S	D, F, I, K, T
Insubordination	A, B, E	A, C, E, G, Q	C, E, R	D, F, I, S	D, F, I, K, M, T
Disruptive	A, B, E	A, C, E, G, Q	C, E, R	D, F, I, S	D, F, I, K, M, T
Profanity – Use of insulting/obscene lang.	A, B, E	A, C, E, J, G, Q	C, E, R	D, F, I, M, S	D, F, I, K, T
Playground Rule Violation	A, C, E	A, C, E, Q	D, F, R	D, F, S	D, F, I, K, T
Cafeteria Rule Violation	A, C, E	A, C, E, Q	D, F, R	D, F, S	D, F, I, K, T
Bathroom/Hallway Rule Violation	A, C, E	A, C, E, Q	D, F, R	D, F, S	D, F, I, K, T
Weapons (non-firearm)	D, F, L, V, NN	D, F, L, I, V, LL	D, F, L, X, LL, HH	D, F, L, Y, LL, HH	F, HH, II
Weapons (firearm)	F, HH, II				

Action Legend - Administrative Consequences/Interventions

Documentation in Synergy/SWIS and parent contact is required for all violations requiring administrative action. School administration will make a reasonable effort to contact a student's parent with a phone call, by mail, or a scheduled parent meeting. Discipline for students with disabilities shall be in accordance with state and federal laws and Winston – Dillard School Board Polices. School Administration has the ability to apply consequences as appropriate.

Action Legend - Administrative Consequences/Interventions

A. Verbal Warning Teacher - Redirect	O. Referral to Truancy Officer	CC. Consultation with Law Enforcement
B. Incidental Violation Form Completed	P. Recess School	DD. Bus Referral – Verbal and Written Reprimand
C. Minor Referral Form Completed	Q. Recess Detention (1)	EE. Bus Referral – 1-5 Day Bus Suspension
D. Major Referral Form Completed	R. Multiple Recess Detentions (2-3)	FF. Bus Referral – 5-10 Day Bus suspension
E. Parent Contact – Teacher	S. Multiple Recess Detentions (4-5)	GG. Bus Referral – Removal from School Bus
F. Parent Contact – Administrator/PBIS Member	T. Multiple Recess Detentions (5-10)	HH. Referral to Law Enforcement/SRO
G. Student Virtues Assessment	U. In-School Suspension (less than a day)	II. Mandatory Recommendation for Expulsion
H. Referral/Letter sent home	V. In-School Suspension (1-4 days)	JJ. No Contact Order w/written Contract
I. Mandatory Parent Meeting	W. Out of School Suspension: 1-2 Day	KK. Restitution of Damages
J. Verbal Warning Administrator/PBIS Team Member	X. Out of School Suspension: 3-4 Day	LL. Threat Assessment
K. Collaborative Problem Solving/SST Referral	Y. Out of School Suspension: 5-6 Days	MM. Student changes clothes
L. Confiscation (when applicable)	Z. Out of School Suspension: 7-8 Days	NN. Student Safety Plan
M. Referral to Behavioral Specialist	AA. Out of School Suspension: 9-10 Days	
N. Mandatory Behavior Contract	BB. Out of School Suspension pending an investigation	

Action Legend - Administrative Consequences/Interventions

Documentation in Synergy/SWIS and parent contact is required for all violations requiring administrative action. School administration will make a reasonable effort to contact a student’s parent with a phone call, by mail, or a scheduled parent meeting. Discipline for students with disabilities shall be in accordance with state and federal laws and Winston – Dillard School Board Polices. School Administration has the ability to apply consequences as appropriate.

Administrative Discipline Matrix – Elementary

Type of Incident	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence
Acts against person					
Bullying	D, F, I, M, N, W, LL	D, F, I, K, M, N, X, JJ	D, F, I, K, M, N, Y,	F, II	
Harassment	D, F, I, M, N, W	D, F, I, K, M, N, X, LL, JJ	D, F, I, K, M, N, Y	F, II	
Physical Aggression (Fighting, Non-Accidental)	D, F, G, M, V	D, F, M, N, W, JJ	D, F, I, K, M, N, X, JJ, LL	D, F, I, K, M, N, Y, JJ, LL	F, II
Physical Altercation/Confrontation	A, C, E, G, R	A, C, E, M, S	D, F, K, T	(See Physical Aggression/Bullying)	
Direct Threats	D, F, G, M, V	D, F, K, M, N, W, JJ, LL	D, F, I, K, M, N, X, JJ, LL	D, F, I, K, M, N, Y, JJ, LL	F, II
Profanity Directed Towards Staff Member	A, C, E, G, R	A, C, E, M, S	D, F, I, K, S, T	(See Direct Threats)	
Theft	D, F, L, G, KK, R	D, F, I, L, S, CC, KK	D, F, I, L, M, T, HH, KK	D, F, I, L, M, V, HH, KK	D, F, I, L, M, V, HH, KK
Spitting	A, C, F, G, M, R	A, C, F, M, S	D, F, I, K, T	D, I, K, M, V	D, I, W
Substance Abuse/Drug Incidents					
Tobacco – Use/Possession/Sale (JFCG-AR)	I, L	F, I, L, R	F, I, L, V	F, I, X	F, II
Alcohol – Use/Possession/Sale	I, L	I, L, R, CC	I, L, W, HH	I, L, X, HH	F, II
Drugs – Possession/Use/Sale	I, L	I, L, R, CC	I, L, W, HH	I, L, X, HH	F, II
Property Incidents					
Theft	D, F, L, G, KK, R	D, F, I, L, S, CC, KK	D, F, I, L, M, T, HH, KK	D, F, I, L, M, V, HH, KK	D, F, I, L, M, V, HH, KK
Vandalism/Damage to property	D, F, L, G, KK, R	D, F, I, L, S, CC, KK	D, F, I, L, M, T, HH, KK	D, F, I, L, M, V, HH, KK	D, F, I, L, M, V, HH, KK
Technology – Inappropriate Use	A, C, E, J, R	A, C, F, M, S	D, F, H, K, T	D, F, H, N, V	D, F, I, K, N, V

Action Legend - Administrative Consequences/Interventions

Documentation in Synergy/SWIS and parent contact is required for all violations requiring administrative action. School administration will make a reasonable effort to contact a student's parent with a phone call, by mail, or a scheduled parent meeting. Discipline for students with disabilities shall be in accordance with state and federal laws and Winston – Dillard School Board Polices. School Administration has the ability to apply consequences as appropriate.

Action Legend - Administrative Consequences/Interventions

<p>A. Verbal Warning Teacher - Redirect B. Incidental Violation Form Completed C. Minor Referral Form Completed D. Major Referral Form Completed E. Parent Contact – Teacher F. Parent Contact – Administrator/PBIS Member G. Student Virtues Assessment H. Referral/Letter sent home I. Mandatory Parent Meeting J. Verbal Warning Administrator/PBIS Team Member K. Collaborative Problem Solving/SST Referral L. Confiscation (when applicable) M. Referral to Behavioral Specialist N. Mandatory Behavior Contract</p>	<p>O. Referral to Truancy Officer P. Recess School Q. Recess Detention (1) R. Multiple Recess Detentions (2-3) S. Multiple Recess Detentions (4-5) T. Multiple Recess Detention (5-10) U. In-School Suspension (less than a day) V. In-School Suspension (1-4 days) W. Out of School Suspension: 1-2 Day X. Out of School Suspension: 3-4 Day Y. Out of School Suspension: 5-6 Days Z. Out of School Suspension: 7-8 Days AA. Out of School Suspension: 9-10 Days BB. Out of School Suspension pending an investigation</p>	<p>CC. Consultation with Law Enforcement DD. Bus Referral – Verbal and Written Reprimand EE. Bus Referral – 1-5 Day Bus Suspension FF. Bus Referral – 5-10 Day Bus suspension GG. Bus Referral – Removal from School Bus HH. Referral to Law Enforcement/SRO II. Mandatory Recommendation for Expulsion JJ. No Contact Order w/written Contract KK. Restitution of Damages LL. Threat Assessment MM. Student changes clothes NN. Student Safety Plan</p>
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Action Legend - Administrative Consequences/Interventions

Documentation in Synergy/SWIS and parent contact is required for all violations requiring administrative action. School administration will make a reasonable effort to contact a student’s parent with a phone call, by mail, or a scheduled parent meeting. Discipline for students with disabilities shall be in accordance with state and federal laws and Winston – Dillard School Board Polices. School Administration has the ability to apply consequences as appropriate.

Administrative Discipline Matrix – Elementary

Type of Incident	1 st Consequence	2 nd Consequence	3 rd Consequence	Subsequent Consequence
Bus Behavior Incidents				
Level One Violation: Eating/Drinking/Chewing Gum.. Failure to sit as assigned by bus driver.	F, DD	F, EE, I	F, I, FF	F, GG
Level Two Violation: Disrupting or distracting i.e., horseplay, yelling, profanity etc. and disobeying the bus driver. Standing up and or/move from seats while the bus is in motion, and inappropriate remarks. Failure to utilize required safety equipment on the bus. Throwing objects.	F, DD	F, EE, I	F, I, FF	F, GG
Level Three Violation: Any disruptive activity which might cause the driver to stop in order to reestablish order; Placing head, arms, and legs outside of the window. Threats against the bus driver, and passengers on the bus. Profanity directed at the bus operator or bus attendant. Physical aggression, chewing tobacco, or smoking on the bus. Throwing objects out the bus window or at the bus. Vandalism of seats or other bus equipment. Opening the emergency door while the bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus driver.	F, EE	F, I, FF	F, I, GG	

Action Legend - Administrative Consequences/Interventions

Documentation in Synergy/SWIS and parent contact is required for all violations requiring administrative action. School administration will make a reasonable effort to contact a student’s parent with a phone call, by mail, or a scheduled parent meeting. Discipline for students with disabilities shall be in accordance with state and federal laws and Winston – Dillard School Board Polices. School Administration has the ability to apply consequences as appropriate.

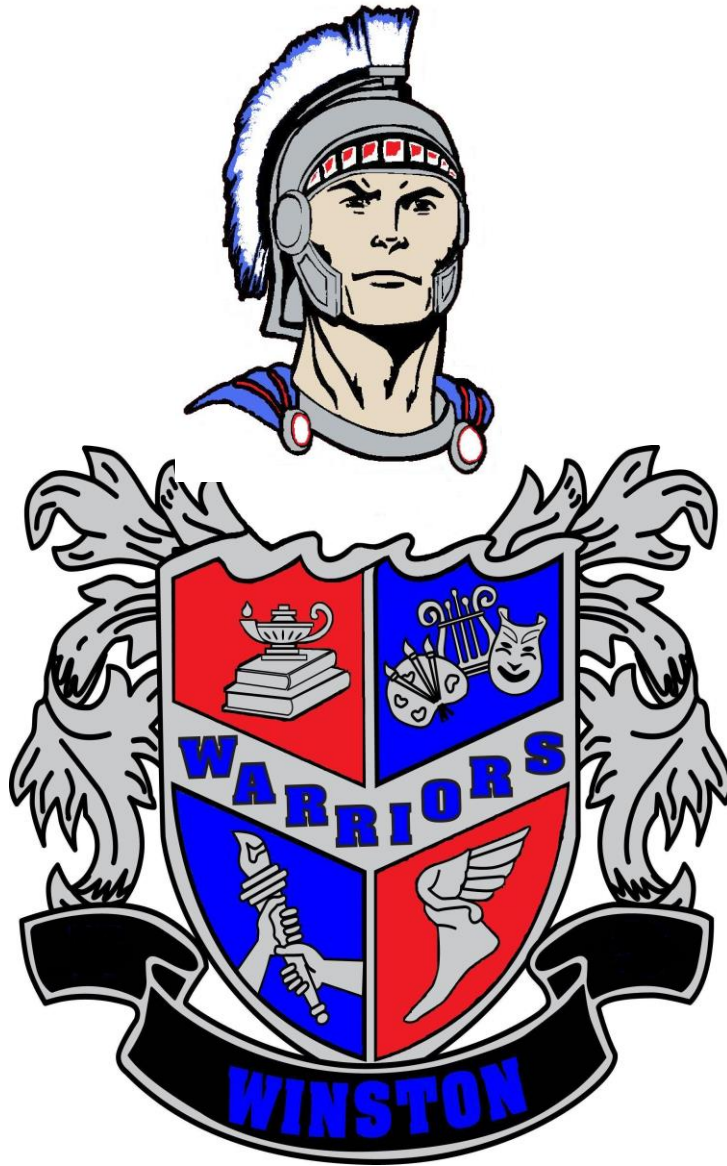
Action Legend - Administrative Consequences/Interventions

<ul style="list-style-type: none"> A. Verbal Warning Teacher - Redirect B. Incidental Violation Form Completed C. Minor Referral Form Completed D. Major Referral Form Completed E. Parent Contact – Teacher F. Parent Contact – Administrator/PBIS Member G. Student Virtues Assessment H. Referral/Letter sent home I. Mandatory Parent Meeting J. Verbal Warning Administrator/PBIS Team Member K. Collaborative Problem Solving/SST Referral L. Confiscation (when applicable) M. Referral to Behavioral Specialist N. Mandatory Behavior Contract O. Referral to Truancy Officer 	<ul style="list-style-type: none"> P. Recess School Q. Recess Detention (1) R. Multiple Recess Detentions (2-3) S. Multiple Recess Detentions (4-5) T. Multiple Recess Detentions (5-10) U. In-School Suspension (less than a day) V. In-School Suspension (1-4 days) W. Out of School Suspension: 1-2 Day X. Out of School Suspension: 3-4 Day Y. Out of School Suspension: 5-6 Days Z. Out of School Suspension: 7-8 Days AA. Out of School Suspension: 9-10 Days BB. Out of School Suspension pending an investigation 	<ul style="list-style-type: none"> CC. Consultation with Law Enforcement DD. Bus Referral – Verbal and Written Reprimand EE. Bus Referral – 1-5 Day Bus Suspension FF. Bus Referral – 5-10 Day Bus suspension GG. Bus Referral – Removal from School Bus HH. Referral to Law Enforcement/SRO II. Mandatory Recommendation for Expulsion JJ. No Contact Order w/written Contract KK. Restitution of Damages LL. Threat Assessment MM. Student changes clothes
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Action Legend - Administrative Consequences/Interventions

Documentation in Synergy/SWIS and parent contact is required for all violations requiring administrative action. School administration will make a reasonable effort to contact a student’s parent with a phone call, by mail, or a scheduled parent meeting. Discipline for students with disabilities shall be in accordance with state and federal laws and Winston – Dillard School Board Polices. School Administration has the ability to apply consequences as appropriate.

WINSTON MIDDLE SCHOOL



STUDENT HANDBOOK

2025 - 2026



WINSTON MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK



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PARENT ACKNOWLEDGEMENT

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook.

Parents must also give their signed and dated written permission for the district to release personally identifiable information*.

- ✓ I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that should my student violate the Student Code of Conduct they shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.
- ✓ Regarding student education records, I understand that certain information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. This information can be released without parental consent, unless the student has been opted out. Directory information includes, but is not limited to: the student’s name, , photograph, , major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received. I have marked through those types of directory information listed above that I wish the district to withhold.
- ✓ I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal, and my secondary student’s name, address and telephone number will be released upon a request made by military recruiters and/or institutions of higher education.
- ✓ I also understand that certain student information is considered personally identifiable information* and may be released only with prior notification by the school district. The district will notify me of the purpose(s) the information will be used for, to whom it will be released, and will obtain my prior written, dated and signed consent unless otherwise permitted by law.

*Personally identifiable information includes, but is not limited to: the student’s name, the name of the student’s parents or other family member, the address of the student or student’s family, and personal identifiers such as the student’s social security number, a list of personal characteristics or other such information that would make the student’s identity easily traceable.

Parent/Eligible Student (18 or older) Signature

Date

MISSION STATEMENT

Winston Middle School is a positive place where people are valued, respected and encouraged to be successful.

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available at each school office and the district website.

This handbook is not intended as a contract. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

The Winston-Dillard School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act; and Title II of the Genetic Information Nondiscrimination Act.

The district prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including admission and employment.

Inquiries about Title IX may be referred to the district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

The following staff has been designated by the district:

Kevin Wilson, Superintendent, 541-679-3000

The district's nondiscrimination and civil rights policy and grievance procedures can be found at www.wdsd.org .

To report information and about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to www.wdsd.org.

ACADEMIC INTEGRITY AND ARTIFICIAL INTELLIGENCE (AI)

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aides or other written materials on tests and assignments. Academic dishonesty also includes sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

Specific rules for the independent use of generative artificial intelligence for assigned student work may be developed by the teacher and communicated to students. Rules will be developed in accordance with Board policy IKJ – Artificial Intelligence (AI). Failure to follow these rules may result in disciplinary action.

Teachers may use generative artificial intelligence as part of instruction to further course objectives. Only applications approved by the district’s IT Department will be allowed to be used as part of the class. All Terms of Use will be followed, along with any additional rules established by the IT Department or the teacher. Students are not allowed to share logins or passwords.

Notice will be provided to parents prior to use of generative artificial intelligence as part of classes.

ACCIDENTS

Students should report all accidents to the teacher in charge or to an administrator. This includes accidents on the way to and from school. Even if this accident may have damaged someone else’s property, you should report it so that it becomes understood as an accident.

ADMISSION

A student seeking enrollment in the district must register in the office or <https://www.wdsd.org/WMS>. All students enrolled in the district must comply with Oregon laws related to age, residence, health, attendance, and immunization. Age, immunization, tuition, and other eligibility prerequisites for admission as set forth in state law, Board policy, and administrative regulation, may be required.

The district shall deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

Alternative education services will be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

While parents have the option of placing their students in a private school or obtaining additional services from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If

a parent wishes the district to consider a publicly-funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education Act (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

AFTER SCHOOL ATHLETICS and ACTIVITIES

Winston Middle School offers an athletic program for students in grades 6-8. Sixth grade students may participate in individual sports [wrestling and track]. In the event a complete team is not available for certain seventh grade team sports [volleyball, boys basketball, girls basketball], sixth grade participation will be considered by the coach, athletic director, and principal. At no time will a seventh grade player be cut in favor a sixth grade athlete. In the event there are not enough eighth graders to field a complete team, seventh grade athletes may be considered using the same process. At no time will a sixth grade player be allowed to play on an eighth grade team. If sixth grade participation is allowed, all applicable middle school athletic participation requirements will apply to sixth grade athletes. All participants **will be required to pay a \$50 participation fee per sport, with a \$100 cap per student per school year and a \$300 family cap. A scholarship is available for qualified students.**

Students participating in sports must meet the following eligibility requirements **before they are allowed to practice:**

1. Students and parents must sign and abide by the WMS Athletic Handbook.
2. Students must have medical insurance. If they are not covered by a home policy, school insurance is available.
3. Students must have a current physical examination. Forms are available at the office. Physicals are valid for two years.
4. Students must have written permission from their parent/guardian to participate. The school's physical exam card has a place for parents/guardians to sign.
5. All students must meet eligibility requirements such as age (under 16 throughout the sport season) and attendance. To be able to participate in athletic contests the student must be passing all classes. To participate in after school activities the student must be in attendance all day, unless the absence has been pre-arranged or school initiated.
6. **Once teams have been selected and the season commences, ALL students will be required to follow these academic eligibility requirements: If a student has a letter grade of an 'F' in ANY of his or her classes on the first school day of the week, he or she will be placed on Probation for a week, and given a warning. If a student has an 'F' grade in the same class for two consecutive weeks, they will miss those week's contests. If a student has three 'F' grades during their season, they will be dismissed from the team.**
7. Students who do not have citizenship at the beginning of a sports season, or who lose their citizenship during a sports season must miss one game, and will then be on probation. Any subsequent referral will result in missing another game. If a student misses three games during the season due to lack citizenship, they will be dismissed from the team. Students on probation must remain under the direct supervision of their coach.
8. Students who receive an in-school or out of school suspension will not be allowed to participate in ANY extra-curricular activity (athletics, band, choir, etc.) on suspended days.

9. Students who are ineligible for a given contest are not allowed to travel with the team or attend that contest.

ALTERNATIVE EDUCATION PROGRAMS

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

Notification

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be **hand-delivered** or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. A description of the student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

The district will provide alternative education programs for students expelled for violations of applicable state or federal weapon laws.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsb.org.

ANIMAL DISSECTION

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

ANIMALS IN THE SCHOOL

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or cocurricular activity are allowed in district facilities.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

Companion and comfort animals are not considered service animals.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsd.org.

ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office.

The superintendent serves as the district's asbestos program manager and may be reached for additional information.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

ASSESSMENT PROGRAM

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting-out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the building principal or a counselor prior to June 1 of the school year in question, or no later than six weeks prior to a semester break during a school year. Requests to change a student's assigned class at other times must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

ATTENDANCE

Regular and punctual attendance in all classes is expected at Winston Middle School. Regular student participation in classroom discussions, lectures, demonstrations and other learning activities is an important factor in student achievement; irregular attendance is often associated with student failure and frustration with the schooling experience.

Ultimately, school attendance is the responsibility of the student and parent. School officials will make every reasonable effort to assist and support parent efforts to reinforce regular student attendance.

Compulsory Attendance

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Persons having control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to send the child to school and maintain the child in regular attendance during the school term.

All students five years of age who have been enrolled in a public school are required to attend regularly. Persons having control of a child, who is five years of age and who have enrolled the child in a public school, are required to send the child to school and maintain the child in regular attendance during the school term.

Staff will monitor and report violations of the state compulsory attendance law.

The district will notify the parent of a non-attending student in writing and in the native language of the parent that, in accordance with law, the attendance officer will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. The written notice will include the following:

1. The attendance officer or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class A violation;
3. The parent has the right to request: (a) An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or a review of the student's current IEP.
4. A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 4, if requested by the parent, has been completed.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements [may] be issued a notice by the district for the student's failure to attend school.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child may be a Class A violation.

Failure to send a student to school is a Class A violation of law and may be punishable by a court imposed fine, as provided by ORS 163.577. A student is considered out of compliance when they have more than eight unexcused one-half day absences or the equivalent in any four – week period in which school is in session. Additionally, a student may be excused for a period not to exceed 5 days in a term of three months or not to exceed 10 days in a six month period (additional excused absences will require a note from a health care professional). See below for excused absence reasons.

Absence and Excuses

In order for an absence to be excused, within five days after an absence, a student must bring a note signed by the parent that describes the reason for the absence or a parent must communicate the reason for the absence by phone, email, or Parentsquare.

1. **Excused Absences:** A student's absence from school or class may be excused under the following circumstances:
 - a. Illness, including mental and behavioral health of the student;
 - b. Illness of an immediate family member when the student's presence at home is necessary;
 - c. Emergency situations that require the student's absence;
 - d. Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven school days during the school year;
 - e. Field trips and school-approved activities;
 - f. Medical or dental appointments. Confirmation of appointments may be required;
 - g. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.
2. **Prearranged Absences:** will be processed according to the following guidelines:
 - a. Prearranged absences are limited to five (5) per semester.
 - b. Prearranged absences in excess of five (5) consecutive school days will not be approved.
 - c. The student's academic and attendance records are satisfactory.
 - d. Prearranged absence requests are required for anticipated absences of three (3) days or more.
 - e. Students are responsible for all missed course work.
 - f. Students are required to submit prearranged absence forms to their teachers prior to approval and well in advance of the absence.
 - g. School officials shall determine whether a prearranged absence is excused or unexcused.
3. **Extracurricular Absences:** School-sponsored or sanctioned activities are exempt from and will not be counted in the attendance policy.
4. **Unexcused Absences:** All other absences will be classified as unexcused absences. Examples of unexcused absences include oversleeping, skip days, hair appointments, job interviews, remaining at home to complete homework assignments, driving tests, work, etc.

Notification

1. **Parents must contact the school, by telephone or signed note, within 48 hours of student absence.** After 48 hours, the student absence will be classified as unexcused.
2. Student absences will be excused according to school policy (see above).
3. Parents may also excuse absences with prior notification to the school.
4. Parents will be notified each day a student is marked unexcused absent by our automatic calling system by the end of the school day.
 - * The system will call the primary contact number listed in the student's records.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, or religious considerations.

A parent must notify the school and check their student out from the office if a student needs to leave during the school day. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for

a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades.

A student who is absent from school for any unexcused reason will not be allowed to participate in school-related activities on that day or evening.

Truancy

A student who is absent from school without a valid excuse or from any class without permission will be considered truant and may be subject to disciplinary action including detention, suspension, ineligibility to participate in athletics or other activities.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsb.org.

CAFETERIA

Winston-Dillard School District #116 NSLP Food Service Operating Procedures (Implemented 7/1/22)

CIVIL RIGHTS COMPLAINT PROCEDURE

A "Justice for All" poster is displayed in a visible place for students and parents to see in the cafeteria, school offices, and the District Office. The following procedure is followed, in order, when a student or parent approaches a cafeteria staff member with a civil rights concern:

- 1) Civil Rights Complaint Received by Sponsor (Verbal or Written)
- 2) Civil Rights Complaint Documented in Civil Rights Complaint Log
- 3) Sponsor gives Complainant Civil Rights Complaint Form and/or Sponsor Completes Civil Rights form with Complainant
- 4) If Complainant Returns Civil Rights Complaint Form to Sponsor, Sponsor Forwards Civil Rights Complaint Form to ODE within 3 working days.

Each school kitchen site shall provide assurance that they agree to compile data, maintain records, and submit reports, as required, to permit effective enforcement of the nondiscrimination laws. Food service staff will permit authorized departments and USDA personnel, during normal working hours, to review such records, books, and account as needed to ascertain compliance with nondiscrimination laws. All Food Service employees are trained yearly on civil rights procedures.

PAYMENT FOR MEALS AND CHARGES:

Adults pay \$4.70 for a lunch and \$2.84 for breakfast, regardless of what components they choose.

MEDIUM OF EXCHANGE:

All meals are counted at the POS and all Cashiers/Cooks receive training on Offer vs. Serve and school nutrition guidelines.

MENU PLANNING OPTION:

Offer vs. Serve is used at all schools. Students must take three of the five offered components (fruit, vegetable, dairy, grain, meat/meat alternate) with a minimum of ½ c serving being either a fruit or a

vegetable or a combination of both. For breakfast, students must take three of the four offered components with a minimum of ½ c serving being either a fruit or a vegetable.

ELIGIBLE STUDENTS

National School Lunch and Breakfast Programs are available to all Winston-Dillard School District #116 students, PreK through 12th grade.

TRANSFERS AND DROPS:

Transfers: Students who transfer from one Winston-Dillard School to another intra-district site are tracked through Synergy the District student information system. Once the information is entered the student will automatically be updated the following day in Mealtime.

No Longer Enrolled: The same procedure as for transfer students is used for students no longer enrolled at Winston-Dillard School District.

INTERNAL CONTROLS:

Information from each site's daily closeout is immediately available for review by the District Office. Cashiers and Secretary have their own password to access the system which should not be shared with others. This allows the District Office the ability to track whom the transaction was entered by.

The District Office does edit checks for each daily meal count at each site, using the appropriate year's attendance factor. The District Office will conduct site monitoring annually before February 1st of each year.

SECOND MEAL POLICY:

If a student would like to purchase a second meal, it can be purchased at full price. It is counted as an a la carte sale and students must have funds on their accounts to pay for it. A second meal is never put into the POS as a reimbursable meal. This policy applies to all students regardless of status.

ADULT MEALS:

All adult sales are registered as adult and charged the full price of the meal regardless as to what part of the meal they choose. Adult meals are entered in the POS separately from reimbursable meals.

ALLERGIES AND SPECIAL DIETARY RESTRICTIONS:

Food allergies, intolerances, and special dietary needs are observed for students who have a medical statement on file, which is signed by a physician. Copies of the special diets/allergies are located at each site. The Cashiers and Cooks are aware of those students with restrictions through communication with school office staff and is flagged in the POS.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice).

TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866)377-8642 (relay voice users). USDA is an equal opportunity provider and employer.”

CHECK OUT PROCEDURE

All students are required to check out with the front office before withdrawing from Winston Middle School. Students must be cleared by all classroom teachers and the front office before their departure.

CLOSED CAMPUS

Winston Middle School campus is CLOSED. Students are to remain on campus from the time they arrive in the morning until they leave after school in the afternoon. If students must leave, they are to report to the office and produce proof of the need to leave and their destination. Upon returning, students are to report to the office to obtain a pass back to class. Students are only allowed to leave if a parent or guardian makes such a request. Students will not be allowed to leave in the custody of anyone other than the parent or guardian unless written or verbal approval is provided by the parent or guardian.

CLUBS AND ORGANIZATIONS

Student clubs, organizations, and performing groups may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

COMMUNICABLE DISEASES

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to contact the nurse or principal so that other students who have been exposed to the disease can be alerted.

Parents with questions should contact the school office.

COMPUTER USE

Students may be permitted to use the district's electronic communications system for school and instructional related activities. Personal use of district computers including Internet and email access is permitted when consistent with board policy and administrative regulations and when during the school day.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. The on-line activities of students are monitored;

3. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
5. Unauthorized access, including so-called “hacking” and other unlawful activities by students on-line is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
7. Measures designed to restrict students’ access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district’s information system are the district’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district’s system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Students and staff at Winston Middle School are expected to treat each other with mutual respect and trust. The underlying principle in any code of conduct involves treating others as we want to be treated by others. In school, all behavior will be evaluated in light of what will best help further the education of all students. For these reasons we must agree on expectations for conduct while students are at school and/or school functions.

Our expectations are summed up by the acronym of **B.E.S.T.** **B**e safe, **E**ncourage everyone, **S**how respect, and **T**ake responsibility. All students and staff members are expected to live by these simple guidelines to promote a positive learning environment. Following the B.E.S.T. expectations constitutes having “citizenship” at Winston Middle School.

Cooperation, responsibility, and respect are keys to good conduct at WMS. Students and staff are expected to cooperate with each other, be responsible for their behavior, and respect other people and property.

Citizenship

Students lose their citizenship when they are issued a suspension or three referrals in any nine-week period. Only students who maintain their citizenship are allowed to attend school assemblies, non-curricular field trips, and after school activities. Students who maintain their citizenship may go to lower playground during break, while those who do not have citizenship must remain on upper playground. Students who do not have citizenship at the beginning of a sports season, or who lose their citizenship during a sports season must miss one game, and will then be on probation. Any subsequent referral will result in missing another game. If a student misses three games during the season due to lack citizenship, they will be dismissed from the team. Students on probation must remain under the direct supervision of their coach.

Students who lose their citizenship may earn it back by sustaining good citizenship for a nine-week period.

Students may earn their citizenship back early one time. One week after the initial loss of citizenship, students may have their loss of citizenship shortened one week for each week the following conditions are met:

1. Make formal application to earn citizenship back early
2. Make retribution as appropriate [apology, payment for damage, etc.]
3. Maintain C's in all classes
4. Maintain 92% attendance
5. Have no subsequent referrals
6. Perform community service as approved by the principal

Student Rights and Responsibilities

Student rights and responsibilities include, but are not limited to the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure their rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

STUDENT CODE OF CONDUCT

The district has authority and control over a student at school during the regular school day, at any school or district sponsored activity, regardless of time or location and while being transported in district-provided transportation.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school or district-sponsored events, while at other schools in the district and while off campus, whenever such

conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges, or may be referred to law enforcement officials or Oregon Department of Human Services for the following infractions, including but not limited to:

1. **Assault/Fighting** - Students involved in fighting or assault are subject to suspension and/or disciplinary action. Fighting can be defined as "mutual inappropriate physical aggression." Attempts will be made to determine whether a student is acting in self-defense, or is the aggressor, but usually **all participants will be disciplined.** It is especially important to know that students who incite/encourage other students to fight are subject to disciplinary action. When appropriate, law enforcement will be contacted. Students who engage in fighting or assault are subject to disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year).
2. **Cell Phones** - For the protection of students and school security, student use of cell phones on campus is expressly prohibited. A phone is available at the front office for student to contact their parents or guardians. Staff members will confiscate all cell phones when they become aware of the device. **Cell phones will remain at the office until a parent or guardian comes to pick it up.**
3. **Gambling** -No form of gambling is permitted on school grounds.
4. **Hazing, harassment, intimidation, bullying or menacing**, as prohibited by Board policy JFCF/GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence and accompanying administrative regulation or cyberbullying, as prohibited by Board policy JFCFA/GBNAA – Cyberbullying.
5. **Illegal Substances** - Winston Middle School has a Zero Tolerance policy with regard to illegal substances. Students in possession of, using, selling, buying, or under the influence of any illegal substances are subject to immediate suspension and referral to the police and the Board of Education for disposition which may include legal prosecution and/or expulsion. Use, distribution or sale of tobacco products or inhalant delivery systems by all others on district property, in district vehicles or at district-sponsored events, on or off district premises, on all district grounds, including parking lots, is prohibited. Parents and students are reminded that it is now illegal in Oregon for anyone under the age of 18 to use or possess tobacco in any form; students with tobacco at school will be cited by the police as well as receive school administered consequences.
6. **Violent behavior or threats of violence or harm** as prohibited by Board policy JFCM - Threats of Violence.
7. **Disorderly conduct, false threats, and other activity causing disruption of the school environment; Bringing, possessing, concealing or using a weapon***** as prohibited by Board policy JFCJ - Weapons in the Schools; Weapons may not be brought to school except with prior approval for a school project and even then may not be transported on busses. This includes any item which the law declares may not be carried concealed on or about one's person. These include guns, nun-chucks, throwing stars, any explosive device, brass knuckles, fist packs or **any knives**. Keep in mind that anything which can be used to inflict bodily harm may be considered a dangerous or deadly weapon. Rarely are these items brought to school for any purpose other than to show them off or trade them for something; nevertheless, if students have any such item at school, they will receive disciplinary action from the school and may be cited by the police. Students in violation of this policy are subject to disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year.)
8. **Non-Essential Items** - Items not essential to the instructional program are **not allowed** at school. Examples include: markers, cell phones, electronic devices, toys, hand-held computer games, and cameras. A restriction on these items not only helps preserve the educational atmosphere at school,

but also protects students and families from loss or damage to personal property. It is never a good idea to bring valuable items to school. If you must bring something of significant value to school, ask a staff member to keep it secure for you. **Non-essential items will be confiscated, and remain at the office until a parent or guardian comes to pick it up.** Educationally essential items such as books, notebooks, and P.E. clothes should have the owner's name permanently written on them or in them.

9. Unauthorized Areas - Students may not be in any area where they cannot readily be seen by staff members or are too far away to be easily seen. Students in such areas are in an unauthorized area and are considered to be acting suspiciously or unsafely. These areas will be reviewed periodically with the principal and school counselor.

The computer lab is strictly forbidden for student use, unless students are directly supervised by a staff member. Failure to adhere to this directive may result in full loss of computer privileges.

10. Vandalism/Malicious Mischief/Theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students - including willful damage or injury to district property; or to private property on district premises or at district-sponsored activities.

11. Sexual Harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation.

12. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol or drugs or other controlled substances, including drug paraphernalia as prohibited by Board policies JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems.

13. Obscene Language - Use or display of profane or obscene language.

14. Insubordination - Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials.

15. Disruption of the school environment.

16. Violation of district transportation rules.

17. Violation of law, Board policy, administrative regulation, school or classroom rules.

18. Discrimination - The **All Students Belong** rule prohibits hate symbols, specifically three of the most recognizable symbols of hate—the swastika, the Confederate flag, and the noose. It requires districts to adopt and implement policies and procedures that prohibit the use or display of any symbols of hate, including at a minimum the noose, swastika, or Confederate flag in any program or school-sponsored activity except when used in teaching curriculum that is aligned with the Oregon State Standards.

WDSB recognizes that student health and safety are at the cornerstone of education and that all students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin, and without fear or hatred, racism or violence. All staff and leaders are also entitled to work in environments that are free from discrimination or harassment, and visitors should be able to participate in school activities without fear for their safety.

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

In accordance with the federal Gun-Free School Zone Act, possession, or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

Any person under age 18 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsd.org.

SCHOOL DISCIPLINE POLICY / DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug, or drug paraphernalia, alcohol- and/or tobacco-related offenses, or any other criminal act, they may also be referred to law enforcement officials. Violations of the district's weapons policy shall be reported to law enforcement when required by law.

No student will be subjected to corporal punishment.

Philosophy

- We believe that developing self-discipline is fundamental to success in school and life
- We believe that effective discipline is necessary to assure a safe and orderly learning environment
- We believe that violations of rules that are known and understood must be followed by consequences that are as fair as possible, immediate, and inescapable
- We believe that open communication between the school and the student's home is **vital** in accomplishing our goals

Implementation of Regulation

1. A staff in-service will be held at the beginning of each school year to review discipline system.
2. All students will be informed of the discipline system by the administration and school staff at the beginning of the year.
3. Inside each class greater clarification of the rules will be provided.
4. All rules will be fairly and equitably implemented.

All School Rules

1. Respect school personnel, peers, and property.
2. Be on time for your classes and live up to classroom expectations.
3. Keep your hands, feet, and other objects to yourself at all times.
4. Be in authorized areas only.

5. Wear appropriate clothing and bring only authorized items to school.
6. Conduct yourself in a manner consistent with the **B.E.S.T.** rules: **B**e Safe, **E**ncourage Everyone, **S**how Respect, and **T**ake Responsibility.

Staff Responsibilities

1. Follow the policies and procedures of the school discipline system.
2. Use the positive reinforcement plan to encourage desirable behavior.
3. Inform students in classrooms of expectations, including rules and consequences.
4. Keep parents and school officials informed of negative **and** positive student behaviors.

DISCIPLINE MATRIX

Type of Incident	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence
Attendance Incidents					
Class Cut (Skipping)	A, M	A, M	A, N, B	A, B, Q or S	A, S, I, HH
Tardiness	K	A, M, KK	A, M, KK	A, Q	A, B, F, HH
Truancy	A, M, KK	A, N, KK	A, Q or S, HH	A, Q or S, B	A, E, I, S or II, HH
Leaving Campus Without Permission	A, Q or S	A, Q or T	A, HH, Q or U	A, B, Q or U	A, B, Q or U
Leaving Class Without Permission	A, K	A, L	A, N or Q	A, B, Q or U	A, B, Q or U
Out of Assigned Area	J or K	A, L	A, M	A, Q or S, B	A, Q or S, B
Rule Violation Incidents					
Dress Code Violation	J or K	A, L	A, M	A, S	A, S
Cheating/Plagiarism	A, J	A, M	A, B, F, S	A, B, F, S	A, B, F, S
Detention – Unserved	A, M	A, M	A, Q or S	A, HH, Q or S	A, HH, Q or S
Electronic Devices (offensive/unlawful use or publication)	A, E, O, T or II, CC, HH	A, E, O, T or II, CC, HH	A, E, O, T or II, CC, HH	A, E, O, T or II, CC, HH	A, E, O, T or II, CC, HH
Cell Phone Violation	D	A, D, HH	A, D, M, HH	A, Q or S, HH	A, Q or S, O, CC
Disruptive Incidents					
Disruptive (Unruly) Behavior	K	A, M, F	A, B, M, H	A, Q or S, HH	A, F, O
Disruptive (Unruly) Play	K	A, M, F	A, B, M	A, Q or S, HH	A, F, O
Insubordination	A, Q or T	A, Q or T, HH	A, Q, II		
Defiance of Authority	K	A, M	A, B, H, Q or S	A, Q or T	A, Q or T
Profanity – Use of Insulting/Obscene Language	J, K	A, L	A, M	A, F, H, Q or S or T	A, F, H, Q or S or T
Profanity Directed Towards a Staff Member	A, T	A, U, H	A, HH, II		
Inciting a Disturbance	A, J or M	A, M	A, B, Q or S or T	A, HH, O	A, HH, O
Falsification/Misrepresentation (Lying, Forgery of Signature)	A, J or M, O	A, M or Q or S or T, O	A, M or Q or S or T, O	A, M or Q or S or T, O	A, M or Q or S or T, O
Disruption on Campus – Minor	A, F, J	A, F, M	A, Q or S or T	A, Q or S or T	A, Q or S or T
Disruption on Campus – Major	A, T	A, U, HH	A, U, II	A, U, II	A, U, II
Trespassing	A, E	A, E	A, E	A, E	A, E
Substance Abuse/Drug Incidents					
Over-the-Counter Medication – Unauthorized Use/Possession	A, D, J, HH	A, D, G, T, HH	A, D, R, U, HH	A, D, R, II	
Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, D, R, T, HH	A, D, G, R, U, HH	A, D, R, II		

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Type of Incident	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence
Tobacco – Use/Possession/Sale/Transmittal	A, E, G, R, T, HH	A, E, R, U, HH	A, R, II		
Alcohol – Use/Possession/Under the Influence	A, E, G, R, HH, *II				
Drug – Possession/Use/Under the Influence	A, E, G, R, HH, *II				
Drug – Possession of Unauthorized Substance	A, E, G, R, HH, *II				
Alcohol – Sale/Attempted Sale/Transmittal	A, E, G, R, HH, II				
Drug Sale/Attempted Sale/Transmittal	A, E, G, R, HH, II				
Drug Paraphernalia - Possession	A, E, G, R, HH, II				
Acts Against Persons					
Bullying	A, B, C, D, E, T, HH, LL	A, B, C, D, E, U, HH, LL	A, E, HH, II		
Harassment	A, B, C, D, E, T, HH, LL	A, B, C, D, E, U, HH, LL	A, E, HH, II		
Sexual Harassment	A, B, C, D, E, T, HH, LL	A, B, C, D, E, U, HH, LL	A, E, HH, II		
Hazing	A, B, C, D, E, T, HH, LL	A, B, C, D, E, U, HH, LL	A, E, HH, II		
Cyberbullying	A, B, C, D, E, O, T, HH, LL	A, B, C, D, E, U, HH, LL	A, E, HH, II		
Fighting – Major (Mutual Combat)	A, E, T, KK, LL	A, E, U, CC, HH, KK, LL	A, E, HH, II		
Physical Altercation/Confrontation	A, M or Q or S or T	A, S or T, HH, LL	A, S or T, HH, LL		
Sexual Misconduct &/or Indecent Exposure	A, B, C, D, E, H, U, CC, HH, LL	A, E, HH, II			
Assault (Verbal)/Threat (Low level, non-criminal)	A, F or H, Q or S				
Assault/Threat (No harm or injury) – Medium Level	A, E, C, H, O, X, HH				
Assault/Threat – High/Serious Level	A, E, C, H, X, HH, II				
Assault (Causing Physical Harm)	A, EC, H, X, HH, II				
Property Incidents					
Theft	A, E, T, O, HH	A, E, HH, II			

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Type of Incident	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence
Vandalism/Damage to Property	A, E, T, NN	A, E, HH, II			
Technology – Inappropriate Use (computers or networks)	A, T, O, HH	A, E, HH, II			
Technology – Illegal Use (computers or networks)	A, E, T, O, HH	A, E, HH, II			
Arson	A, E, HH, II				
Burglary – Unlawful breaking/entering into a school facility or property	A, E, HH, II				
Other Criminal Incidents					
Weapons – (Possession/Use/Transmittal)	A, E, HH, II				
Sexual Battery/Rape (Actual or Attempted)	A, E, HH, II				
Extortion	A, E, HH, II				
Bomb Threat (Placing)	A, E, HH, II				
Bomb Threat (False Reporting)	A, E, HH, II				
Robbery or Attempted Robbery	A, E, HH, II				
Robbery (Armed) or Attempted Armed Robbery	A, E, HH, II				

Documentation in Synergy and parent contact is required for all violations requiring administrative action. School administration will make a reasonable effort to contact a student’s parent with a phone call, by mail, or a scheduled parent meeting. Discipline for students with disabilities shall be in accordance with state and federal laws and Winston – Dillard School Board Polices. School Administration has the ability to apply consequences as appropriate.

*II - Recommendation for expulsion, up to a calendar year, sentence may be suspended to 25 school days on first offense, if student follows conditions of administrative contract. Non-agreement to participate in contractual agreement or violation of contract, leads to full sentence of expulsion being reinstated.

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Type of Incident	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence
Bus Behavior Incidents					
Level One Violation: Eating/Drinking on bus. Failure to sit as assigned by bus driver.	A, DD	A, EE	A, FF, HH		
Level Two Violation: Disrupting, distracting, and disobeying the bus driver. Failure to utilize required safety equipment on the bus. Getting out of seat while bus is in motion, loud talking, and inappropriate remarks or spitting out the bus window at students, pedestrians, motorists.	A, EE	A, FF, HH	A, GG, KK		
Level Three Violation: Placing head, arms, and legs outside of the window. Opening the emergency door while the bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus driver. Threats against the bus driver, and passengers on the bus. Profanity directed at the bus operator or bus attendant. Fighting, chewing tobacco, or smoking on the bus. Throwing objects out the bus window or at the bus. Vandalism of seats or other bus equipment.	A, FF, HH	A, GG, KK			

Action Legend - Administrative Consequences/Interventions

A. Parent Contact/Conference (Phone or Letter)	N. Multiple Detentions (4-5)	HH. Mandatory Parent Meeting
B. Collaborative Problem Solving/SST Referral	O. Loss of Privilege	II. Mandatory Recommendation for Expulsion
C. Threat Assessment	P. In-School Suspension (less than a day)	JJ. Mandatory Recommendation to ADAPT
D. Confiscation (when applicable)	Q. In-School Suspension (1-4 days)*	KK. Letter sent home
E. Referral to Law Enforcement/SRO	R. Loss of Extra Curricular Activities	LL. No Contact Order w/written Contract
F. Referral to Guidance Counselor	S. Out of School Suspension: 1-2 Day*	MM. Loss of Credit
G. Referral to Substance Abuse Case Manager	T. Out of School Suspension: 3-4 Day*	NN. Restitution of Damages
H. Referral to Behavioral Specialist	U. Out of School Suspension: 5-6 Days*	
I. Referral to Truancy Officer	V. Out of School Suspension: 7-8 Days*	
J. Verbal Warning Administrator	W. Out of School Suspension: 9-10 Days*	
K. Verbal Warning Teacher	X. Out of School Suspension pending an investigation	
L. Detention (1)	Y. Driving Privileges Revoked – (1 month)	
M. Multiple Detentions (2-3)	Z. Driving Privileges Revoked – (School Year)	
	AA. Consultation with Law Enforcement	
	BB. Consultation with Juvenile Department	
	CC. Mandatory Behavior Contract	
	DD. Bus Referral – Verbal and Written Reprimand	
	EE. Bus Referral – 1-5 Day Bus Suspension	
	FF. Bus Referral – 5-10 Day Bus suspension	
	GG. Bus Referral – Removal from School Bus per recommendation of school administration	

*All suspensions of one day or more result in the loss of citizenship for nine weeks

DISCIPLINE PROCEDURES

Classroom Infractions

A teacher will start with problem solving strategies and then progressively move toward larger punishments in order to help a student be successful in a class.

Consequences

1. Warning- a reminder of the infraction and a discussion of why the behavior is not acceptable
2. School Detention
3. A third School Detention- requires parent contact by the teacher. Any three detentions in any nine-week period will result in a loss of citizenship.
4. Continued Infractions - will lead to out-of-school suspension or in-school-suspension

More serious infractions may result in an immediate behavioral referral and either in-school or out-of-school suspension. Examples include:

- | | | |
|--------------------------------|------------------------------------|---------------------------------------|
| * Open Defiance | * Illegal Substances or Contraband | * Leaving Class w/o Permission |
| * Fighting/Assault | * Drugs/Alcohol/Tobacco | * Inappropriate Displays of Affection |
| * Truancy/Skipping Class | * Threats/Harassment | * Repetitive Misconduct |
| * Malicious Mischief/Vandalism | * Starting and Spreading Rumors | |
| * Theft | | |

Out of Class Infractions

These include:

- | | | |
|---------------------------------------|--|--------------------------|
| * Being Out of Area | * Rumormongering | * Contraband |
| * Inappropriate Displays of Affection | * Possession or Use of Drugs/Alcohol/Tobacco | * Theft |
| * Disobeying School Rules | * Threats/Harassment | * Truancy/Skipping Class |
| * Vandalism | * Vulgarity | |
| * Disobedience of Authority | * Fighting/Assault | |

Consequences

Immediate referral to the principal, who may use one or more of the following options:

- | | | |
|---------------------------------------|-----------------------------|--|
| * Confiscation of Property | * Loss of Locker Privileges | * Referral to Law Enforcement Agency |
| * Loss of Citizenship | * Parent Conference | * Referral to Superintendent for Expulsion |
| * Loss of Extra-Curricular Activities | * Alternative Placement | |
| * In School Suspension | * Friday School | |
| * Out-of-School Suspension | | |

Detention

A student may be detained outside of school hours for not more than two hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Lunch Detention

The lunch detention program enables teachers to assign detention time directly to the student for behaviors in the classroom which are repeated and persistent, yet are not serious enough to formally refer for to the Counselor or Principal. Rules and expectations will be set forth by the principal, but may include provisions that require that the student bring a book or study materials, or remain quiet during the entire lunch. School detention, In-School-Suspension, After-School Work Detention or Friday school may also be assigned if lunch detentions do not change the behavior.

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

Suspension

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures district property.

The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

Expulsion

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

No student may be expelled without a hearing unless the student's parent waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Discipline of Disabled Students

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be

Page 31 of 65 The information provided in this Handbook is subject to periodic change, modification, updating and clarification. To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsb.org . The information is current as of 8/26/2025 2:22 PM.

notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

CONFERENCES

Regular conferences are scheduled annually in the fall and winter to review student progress.

A teacher may request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with district counselors, teachers, and building administrators to learn about the curriculum, course offerings, activities and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended and available courses for students. All students are encouraged to attend college, university or training school, or pursue some other advanced education, and should work closely with their counselor so that they may take the courses that may best prepare them for further education. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

Consistent with individual rights and the counselor's obligations as a professional, the counseling relationship and resulting information may be protected as privileged communications by Oregon law.

CYBERBULLYING

The district prohibits any form of harassment, including harassment through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsb.org.

DAMAGE TO DISTRICT PROPERTY

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld. See Fee, Fines and Charges.

DANCES/SOCIAL EVENTS

Students who have maintained their citizenship are eligible to participate in dances and other social events. The rules of good conduct and grooming shall be observed for school dances and social events. Anyone leaving before the official end of the activity will not be readmitted. Students leaving before the end of the activity must have parental permission.

Participation of guests at Winston Middle School dances will be determined by the sponsoring organization. Students must make application for a guest to the office three days in advance of the dance. Guests will be limited to 6-8th grade students in good standing at their respective school. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will accept responsibility for the conduct of the guest.

DISPLAY of AFFECTION

Displays of affection are not appropriate at the middle school. Please keep your hands and feet to yourself.

DRESS AND GROOMING

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

The following standards have been established to assist in preparing students for learning and future endeavors:

1. Clothing with suggestive or questionable language, that promotes violence, or that advertises or promotes drugs, alcohol, or tobacco is not permitted.
2. Clothing must be free of words and images which are put-downs, have a negative connotation, or may be offensive to others.
3. Halter tops, backless tops, tops which are see-through or revealing, have spaghetti straps, have large arm holes, or expose the stomach/midriff or undergarments are not allowed.
4. Shorts, skirts and dresses must be mid-thigh/fingertip length.
5. Bottoms with holes in them will be treated the same as dresses or skirts. Holes that can be seen through must be below mid-thigh/finger-tip length.
6. No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing (including bandanas), jewelry, emblem, badge or any other such symbol, evidencing gang membership or affiliation.
7. State law requires that shoes be worn at all times.

8. Except for special dress-up days, head apparel (hats, hoods, beanies, etc.) and sunglasses are not to be worn at school.
9. No wallet chains, neck chains, long key chains or spiked accessories are allowed on campus.
10. Masks and face paint are not allowed.

If a student is dressed inappropriately, he or she will be required to change clothing and may face further disciplinary action. Persistent violations of the dress code will be considered willful disobedience and handled accordingly.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco products and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Student in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students. The district will maintain a drug-free educational environment.

An intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students. The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.

EMERGENCY DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS

Instruction and drills on emergency procedures including fire, earthquake, and safety threats shall be conducted for students at least 30 minutes each school month.

Fire drills will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes will be conducted each year for students in all grades. Drills and instruction on earthquake emergencies shall include the response procedure known as "drop, cover, and hold on."

At least two drills on safety threats will be conducted each year for students in all grades. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expeditiously as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

EXCHANGE STUDENTS

The school may enroll a number of students from other nations from those exchange programs officially recognized by the Board.

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 1, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 1.

Exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

EXTRACURRICULAR ACTIVITIES

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities the school has to offer.

Interested students should contact the office for additional information.

Extra/Co-Curricular Policy and Drug Testing Program Regarding Tobacco, Alcohol & Illegal Drugs

The use of tobacco/alcohol/prescription medication used in a manner inconsistent with the prescription, or non-prescribed or illegal drugs is prohibited. No student involved in extra-curricular, co-curricular and district-sponsored activities shall knowingly possess, use, sell, supply or be under the influence of alcohol, a tobacco product, performance enhancing drug, inhalants, or controlled substance of any kind. This policy shall be in

effect 24 hours a day, from the first summer date of the OSAA calendar following completion of sixth grade, to the final day of his or her senior year.

“Co-curricular” activities are those which take place during the school day and are associated with a curricular program.

“Extra-curricular” activities are those which take place outside the school day and are not associated with a curricular program.

Students choosing to participate in extra-curricular, co-curricular and district-sponsored activities are prohibited from knowingly attending or remaining at events where individuals are engaged in breaking the law by possessing, using, delivering, and/or selling alcohol, marijuana, performance enhancing substances, using prescription medication in a manner not prescribed, or illegal substances. These events include, but are not limited to parties and group gatherings. It is the student’s responsibility to immediately remove himself/herself from the party or group gathering as soon as the student becomes aware alcohol, marijuana, performing enhancing substances or illegal substances are being possessed, used, delivered, or sold in violation of the laws of the State of Oregon. The Winston-Dillard School District recognizes a student cannot be responsible for the misbehavior of other individuals; however, it is the student’s responsibility to avoid associating with individuals engaging in illegal activities. Students found in violation of this policy by knowingly attending or remaining at such an event will be subject to sanction under existing district programs and treated as a first, second, or third offense depending on any previous violations of the athletic policies.

A student will not be held accountable for attending a gathering or party in the presence of their parent or other legal guardian under the following circumstances:

1. If the complaint is the minor used alcohol, the student can show that their parent or guardian consented to the consumption, consistent with the provisions of ORS 471.430(1).
2. If the complaint is that the minor was around other individuals that broke the law by consuming alcohol, the student can show that their parent or guardian consented to the student’s attendance at the gathering and was physically present at the event.

Winston Middle School believes that student safety is paramount in building positive extra-curricular, co-curricular and district-sponsored activities. All students involved in extra-curricular, co-curricular and district-sponsored activities may be tested for alcohol, drugs, illegal substances, or the use of performance enhancing substances. This includes all students involved in UVL/OMEA competitions, school plays, WEB Leaders, and other possible activities.

Students who participate in extra-curricular, co-curricular and district-sponsored activities may be tested at the start of the season, (Fall, Winter, Spring or near the beginning of the year if the group is active all year) and may be subject to testing at least one more time during the season. These tests will be urine analysis’ that will be administered by administrators and/or their designees. Failure to comply with a UA at the assigned time will result in the student forfeiting the right to participate in practice or games/events during that season. Tests will be administered in the respective locker rooms or the school-based health center. Sample containers will be labeled before a participant takes possession of it. After completion, each participant will bring the container to the test administrator who will follow a designated testing protocol to ensure accurate results. Parents will always be contacted if their child has a positive result on any test.

Any attempt to falsify the urine analysis test will be considered a failed test and the student will be subject to consequences outlined below. Anyone attempting to aid a student in falsifying a test will be subject to discipline under the student conduct section of district policy (JFC).

First Offense:

1. Two calendar week suspension from participation in all athletic games, activities and competitions (must attend all practice sessions). Suspensions will begin on the first official contest or performance date.
2. Mandatory meetings will take place between the student, legal guardian or parent, and the school counselor initiated by the legal guardian. Completion of the counselor's recommendation is required. Failure to comply with the recommendation after the first offense may be punished as if the student committed a second offense.
3. Submit to drug testing at any time during the remainder of the season.

Second Offense:

1. Full suspension from all activities for the remainder of the season or 45 days, whichever is longer. The term of suspension will be 45 calendar days for groups that are active all year.
2. Mandatory meetings shall take place between the student, legal guardian or parent, and the school counselor, initiated by the legal guardian and completion of the counselor's recommendation. Failure to comply with the recommendation after the first offense may be punished as if the student committed a third offense.
3. Submit to drug testing at any time during the remainder of the season/year.

Third Offense:

1. Full suspension from all extra-curricular, co-curricular and district-sponsored activities for the remainder of the school year and the following year. Students may participate in following years with the approval of the Principal, Athletic Director, and the students Counselor.

Violations occurring during the summer will have the following consequences: The athlete/participant must complete the consequences during the season of the sport/activity they were involved in when the offense occurred.

This policy shall be in effect 24 hours a day, from the first summer date of the OSAA calendar following the completion of the student's sixth grade year, to the final day of his or her senior year, and includes any school sponsored activity outside the school year (ie. summer camps, competitions or events).

FEES, FINES AND CHARGES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies (e.g., pencils, paper, erasers and notebooks) and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrumental rental and uniform maintenance;
8. Student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Fees for use of towels provided by the district for P.E. classes or athletics;
12. Field trips considered optional to the district's regular school program;

13. Admission fees for certain extracurricular activities;
14. Participation fees or “pay to play” for involvement in activities.
15. Registration fees

A written notice will be provided to the student and their parent(s) of the district’s intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing.

Debts not paid within 10 calendar days of the district’s notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district.

A request to waive the student’s debt must be submitted in writing to the principal or designee. Fees, fines and charges owed to the district may be waived at the discretion of the principal or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt.

Such requests must be received no later than 10 calendar days following the district’s notice.

All such restrictions and/or penalties shall end upon payment of amount owed.

FIELD TRIPS

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be “in school” while participating in district-sponsored field trips. This means students are subject to the school’s student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

FLAG SALUTE

Students shall receive instruction in respect for the national flag and will be provided an opportunity to salute the United States flag at least once a week during the school, year by reciting *The Pledge of Allegiance*.

Individual students who do not participate in the salute must maintain a respectful silence during the salute.

FUNDRAISING

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 10 days before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school’s extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student’s ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing (including bandanas), jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

GRADE REDUCTION/CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an unexcused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING/TEEN DATING VIOLENCE/ DOMESTIC VIOLENCE

Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation or bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is also strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining

membership in, or affiliation with, any district-sponsored activity or grade level attainment. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student’s property; or
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse by one or more of the following acts between family and/or household members:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury; or
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully.

“Menacing” includes, any act intended to place a student in fear of imminent serious physical injury.

“Retaliation” means any acts of, including but not limited to, hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting of or participation in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence, and acts of cyberbullying, or retaliation.

The principal will take reports and conduct a prompt investigation of any reported acts of hazing harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating, Violence, or Domestic Violence - shall immediately report their concerns to the employee position title who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of Board policy JFCF or feels they have been subjected to an act of hazing, harassment, intimidation or bullying, menacing, or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy, is encouraged to immediately report concerns to the [employee position title] who has overall responsibility for all investigations. A report made by a student or

volunteer may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

The district shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356).

All reports will be promptly investigated in accordance with the following procedures:

Step 1 Any reports or information on acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to the principal. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

Step 2 The principal receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The employee position title will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The employee position title] conducting the investigation shall notify the person making the report within 10 working days of receipt of the information or report, and parents as appropriate, in writing when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within 10 working days.

Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within 10 working days following completion of the hearing.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of hazing, harassment, intimidation or bullying, menacing or cyberbullying, or incidents of teen dating violence and documentation will be maintained as a confidential file in the district office.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsd.org.

HOMEWORK and HOMEWORK REQUESTS

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

When a student is absent, their parent should call the office for make-up work. Please allow 24 hours for teachers to prepare these. Assignments for absences of less than three days may be made up on the student's return.

IMMUNIZATION AND SPORTS PARTICIPATION

Immunization

A student must be fully immunized against certain diseases or must present a certificate that, for medical or religious, or philosophical beliefs and/or a medical exemption, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. The student's parents or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

School Sports Participation

A student participating in extracurricular sports in grades 7 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination prior to their initial participation in a related district program. The form is to be completed and signed by a parent or guardian giving permission for the student to participate and signed by a medical provider authorized by law who has examined and evaluated the student. The completed form(s) must be returned to the school office.

A student who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion will not be allowed to participate in any athletic event or training on that day, unless an athletic trainer licensed by the Board of Athletic Trainers or a physician licensed pursuant to ORS 677.100-677.228 has determined the student has not suffered a concussion. Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion;
2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion; and
3. The student has received a medical release form from a health care professional.

A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a sports examination once every two years, thereafter.

INFECTION CONTROL AND BLOODBORNE PATHOGENS¹

The risk of exposure to body fluids due to casual contact in the school environment is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for bloodborne pathogens.

Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsb.org.

INSURANCE

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have: (1) purchased the student accident insurance; or (2) shown proof of insurance.

LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials.

A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. The district will not be responsible for the loss of, or damage to, personal property.

LOCAL WELLNESS

Students may be encouraged or required to participate in physical activity or receive instruction on nutrition or maintaining healthy lifestyles.

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester.

Loss or suspected theft of personal or district property should be reported to the school office.

¹ "Bloodborne pathogens" are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). 29 CFR 1910.1030(b)

The district will not be responsible for the loss of, of damage to, personal property.

MEAL PROGRAM

The district participates in the National School Lunch Program, School Breakfast Program, Special Milk Program, and offers free meals to students. Additional information can be obtained in the office.

Due to the presence of federally funded meal programs, outside food deliveries are not permitted.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDIA CENTER

The school library is called the Media Center because the services available there are no longer limited to checking out books. Many other services are available in the Media Center including computers, recordings, television services, and other means for information gathering and dispersal. The Media Center is open for student use daily from 7:20 a.m.- 3:30 pm. Students who wish to use the Media Center during class hours must have a pass from their classroom teacher.

Students may have two library books checked out at a time. Library books may be kept for up to two weeks. Other materials may be checked out overnight and are due prior to the first class period the following day. Students will be notified of overdue materials and are expected to return them immediately. Replacement costs for lost or damaged materials must be paid.

MEDICATIONS**

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis, or a need to manage hyperglycemia, asthma, or diabetes.

Students may be permitted to take medication and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations and the following.

District-Administered Medication

Requests and parental permission for the district to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.

Written instructions of the prescriber are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration, any other special instructions, and the signature of the prescriber. A prescription label prepared by a pharmacist at the direction of a prescriber meets the

requirements for written instructions from the prescriber, if the information above is included (excluding the signature).

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer nonprescription medication (parental signature in place of prescriber signature).

All medication to be administered by the district is to be brought to school in its original container. Medication not picked up by the parent within [five] school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

A request to the district to administer non-prescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

In situations when a licensed health care professional is not immediately available, trained personnel, designated by the district may administer epinephrine, glucagon, or other medications to a student as prescribed and/or allowed by Oregon law.

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine pen be kept at a reasonable, secured location in the student's classroom.

Premeasured Doses of Epinephrine

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

Naloxone

Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

Self-Medication

Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
2. Permission from a building administrator, and either a prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the student's response to the medication.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

A request to allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosage, the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The WMS newsletter published quarterly, "Open House" nights in the fall and spring and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the principal.
4. Participate in district parent organizations. The activities are varied, ranging from promotion activities to the building's site council, with its emphasis on instructional improvement.

PARENTAL RIGHTS

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's family;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification to the parent or guardian. An opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older will be given to the parent or guardian.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PEDICULOSIS (HEAD LICE)

A student with a suspected case of lice shall be referred to the school nurse or administrator for an assessment. A student found with live lice or nits (lice eggs) will be excluded from school attendance. A student excluded from school will be readmitted after an assessment by designated personnel to confirm no live lice or nits are present, and may be subject to periodic checks.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Students will not use personal electronic devices during the school day. A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.

Students may be allowed to use and possess devices on district property and at district-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment or district-sponsored activities, or violate Board policies, administrative regulations, school or classroom rules, states and federal law.

Students permitted to possess a personal electronic device are prohibited from using the device ~~on~~ during class time. Personal electronic devices brought to school may be used for approved classroom or instructional related activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.

The district will not be liable for personal electronic devices brought to district property. The district will not be liable for information or comments posted by students on social media websites.

Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student’s parents.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

The district will not be responsible for the loss of, or damage to, personal property.

POSTERS

Signs, banners or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the principal by the parent in writing and include the reason for the request and a proposed alternative.

PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS

As long as the district maintains identifiable grade levels, students shall normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff (teachers, counselors, special services staff, and assessment specialist, in concert with school principals), such exceptions are in the best educational interest of the students involved. Exceptions shall always be made after prior notification and explanation to and discussion with the student's parents, but the final decision for academic placement shall rest with principals.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

Students may be excused from school for religious instruction, not to exceed two hours for grades 1 through 8 and five hours for grades 9 through 12 in any school week.

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. Students are to ALWAYS check in and out through the front office. Students not properly checking out will be considered truant. A student will not be released to any person without the approval of their parent or as otherwise provided by law.

RESTRAINT OR SECLUSION

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students (see Board Policy JGAB – Use of Restraint or Seclusion and the accompanying administrative regulation).

If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following an incident involving the use of restraint or seclusion, school staff will provide parent or guardians of the student with the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident with 24 hours that provides:
 - a. A description of the restraint or seclusion including:
 1. The date of the restraint or seclusion;
 2. The times of the restraint or seclusion began and ended; and
 3. The location of the incident.
 - b. A description of the student's activity that prompted the use of restraint or seclusion;
 - c. The efforts used to de-escalate the situation and the alternatives to restraint that were attempted;
 - d. The names of staff who administered the restraint or seclusion;
 - e. A description of the training status of the staff who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
 - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.

3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.

A district Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment.

A documented debriefing must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student. The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion:

1. Oral notification of the incident must be provided immediately to a parent or guardian of the student and to the Oregon Department of Human Resources (DHS); and
2. Written notification of the incident must be provided to the DHS within 24 hours of the incident.

If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, to the Superintendent of Public Instruction and, if applicable, to the union representative for the affected person.

The district shall maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

The use of a seclusion cell is prohibited.

REPORTS TO STUDENT AND PARENTS

Parents are encouraged to monitor their student's progress using ParentVue. Grades are regularly posted, and open communication with teachers is desired. Written reports of student absences and grades shall be issued to parents of their student's progress toward achieving the academic content standards. Letter grades will be used. Grades will be based on many factors including assignments (both oral and written) class participation, special assignments, research activities and other identified criteria.

At the end of the first three weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

Student progress in academics and citizenship is evaluated each nine weeks. Report cards are mailed home at the end of each nine-week period. Parents and students are encouraged to monitor academic progress as grading periods progress.

SEARCHES

Searches

District officials may search the student, their personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to

believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be “reasonable in scope”, that is, the measures used are reasonably related to the objectives of the search, the unique features of the official’s responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

SPECIAL PROGRAMS

Bilingual Students (English Language Learners)

The school provides special programs for bilingual students (English language learners). A student or parent with questions about these programs should contact the Superintendent of Schools at 679-3000 ext. 210.

In conjunction with the school’s language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student’s level of English proficiency, how such level was assessed and the status of the student’s academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;

4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
 - a. Detailing the right to have their student immediately removed from such program upon their request;
 - b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the building principal or Superintendent of Schools.

STUDENT/PARENT COMPLAINTS

Discrimination Complaints

Any person, including students, staff, visitors, parents and third parties may file a complaint. The person with a complaint regarding possible discrimination on any basis protected by law should contact the principal.

The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-075-0001 – 581-075-0045.

Bias Incident Complaints

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

The district prohibits the use or display of any symbols of hate on school property, or in an education program except when used in teaching curriculum that is aligned with state standards of education for public schools.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.

Division 22 Education Standards Complaints

Any resident of the district, parent of a student attending district schools or a student attending a school in the district may make an appeal or complaint alleging violation of the district’s compliance with a Division 22 educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint within 30 days at any step or within 90 days of the initial filing of a written complaint with the district (whichever occurs first), any complainant may appeal direct to the Deputy Superintendent of Public Instruction.

Instructional Materials Complaints

Concerns and complaints regarding instructional materials from students or parents should be handled in accordance with Board policy IIA – Instructional Materials and associated administrative regulations. Should the student or parent, following initial efforts at informal resolution of the concern, desire to file a formal complaint, a Request for Reconsideration of Instructional or Library Materials Form is available in IIA-AR(5) and may be requested from the school office.

Placement/Enrollment of Students Experiencing Houselessness Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students navigating housing instability.

Public Complaints

Board members recognize that complaints about schools may be voiced by employees, students, parents of students who attend a school in the district, and persons who reside in the district. When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be made to the superintendent.

A person may initiate a complaint by filing a written complaint with the principal. That principal shall attempt to resolve the complaint within 10 working days of initiation of the complaint with the principal. If the complainant is dissatisfied, the complainant may file a written complaint with the superintendent within 10 working days of the decision from the principal. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved after 10 working days of receipt of the complaint by the superintendent, the complainant may appeal to the Board. A written complaint referred to the Board may be considered at the next regularly scheduled or special Board meeting. A final written decision regarding the complaint shall be made by the Board within 20 days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The timelines may be extended upon written agreement between the district the complainant.

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Complaints against the principal should be filed in writing with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under

Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the request to place the complaint on a Board meeting agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair in writing on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred in writing to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair should be made in writing directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

A complainant must file a complaint within the later of either time limit set below, in accordance with State law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district

The district's final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and the complaint is not resolved through the complaint process above, the complainant may file an appeal 1 to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023.

See WDSB Policy KL.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsb.org.

Suspected Staff Sexual Conduct with Students by District Employees, Contractors, Agents, and Volunteers of the District

Sexual conduct by district employees, contractors², agents³, and volunteers⁴ is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students⁵ are subject to Board policy JHFF/GBNAA – Reporting Requirements Regarding Sexual Conduct with Students.

“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The district will post in each school building the name and contact information of the designated {⁶}licensed administrator and alternate licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for each school building to receive sexual conduct reports, and the procedures the designee will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports at Winston Middle School is the principal. In the event this person is the suspected perpetrator, the superintendent shall receive the report. When the principal/superintendent takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

² “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

³ “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁴ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁵ Student conduct only meets the definition of sexual conduct if the student is also an employee, contractor, agent, or volunteer.

{⁶ ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, in the event the designated licensed administrator is the alleged perpetrator, who are designated to receive reports of sexual conduct for a school building in the respective school building. A licensed administrator is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC. }

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools.

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

Students with Sexual Harassment Complaints

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment. The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet definitions in multiple complaint procedures (AC-Nondiscrimination and Civil Rights and JBA/GBN – Sexual Harassment), both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{7}.

Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)

See administrative regulation JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

Federal Law (Title IX) Sexual Harassment Complaint Procedure

See administrative regulation JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

Talented and Gifted (TAG) Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the Deputy Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

^{7} Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Suspected Sexual Conduct with Students and Reporting Requirements (Board policy GBNA/JHFF)

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsd.org.

STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records.

"Education records" are those records directly related to a student and maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student's birth date;
4. Name of parent/guardian;
5. Date of entry into the school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;

Providing a student's social security number is voluntary. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age, unless the district is provided evidence that there is a court order or parental plan, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

A parent or student may request to view or receive a copy of student records in accordance with Board policy JO/IGBAB – Education Records/Records of Students with disabilities.

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility, or youth care center in which the student was formerly enrolled and shall request the student's education record.

The district shall transfer originals of all requested student education records relating to a particular student to the new educational agency when a request to transfer such record is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules. Records requested by a public charter school or district to determine the student's placement may not be withheld.

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The district shall appoint a hearings officer who shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the eligible student or student's parent(s); and
 - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Student Privacy Policy Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Student Privacy Policy Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the district's education records Board policy and administrative regulation may be obtained by contacting the office.

STUDENT PUBLICATIONS AND MATERIALS

All aspects of K-8 school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completely under the supervision of the teacher and principal. Student may be required to submit such publications to the administration for approval. On occasion, materials such as leaflets, newsletters, cartoons, and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and free expression in an academic community. Materials may be reviewed by the administrator or may be restricted or prohibited pursuant to legitimate educational concerns in accordance with Board policy IB – Freedom of Expression and IGDB – Student Publications K-8.

School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law and in accordance with Board policy IB – Freedom of Expression.

Other written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property without the approval of the administration in compliance with board policy.

Other materials not under the editorial control of the district may be subject to administrative review, restriction, or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias.

Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district will not be allowed. All requests for such materials distribution require approval of the administration. The district may designate the time, place, and manner for distribution. If material is not approved within 48 hours of the time that it was submitted, it must be considered denied.

A denial may be appealed to the superintendent. If the material is not approved by the superintendent within three days, it will not be considered approved. A decision reached by the superintendent may be appealed to the Board under established district procedures.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsb.org.

SUICIDE PREVENTION

In accordance with Oregon Senate Bill 52 (Adi's Act) and WDSB policy JHH, the district has developed a comprehensive student suicide prevention plan for students in kindergarten through grade 12. It is available online and at the district's main office. The plan can be viewed or downloaded at:

https://www.wdsb.org/files/user/2/file/WDSB_Suicide_Prevention_Plan.pdf

SURVEILLANCE CAMERAS

Stationary cameras may be used in public areas of school campuses. These recordings are used to increase student safety and maintain school property.

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades K-12. Students will be identified based on:

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged;
2. Behavioral, learning and/or performance information;
3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students;
4. A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics on] the Smarter Balanced Assessment for assistance in identifying academically talented students.

Identified student shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Appeals

A parent may appeal the identification process and/or placement of their student in the district's TAG program as follows:

Informal Process:

1. The parent(s) will contact the school TAG coordinator to request reconsideration;
2. The coordinator/teacher will confer or meet with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, within five working days of the request. At this time, information pertinent to the selection or placement will be shared.
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

1. The parent shall submit a written request for reconsideration of the identification/placement to the program supervisor, within five working days of the conference identified in the informal process.
2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator.
3. The TAG coordinator/teacher and other appropriate administrators shall review the student's file and earlier decisions within 10 working days of the original request presented in the previous step. Additional data may be gathered to support or change the earlier decision. The parent may be provided an opportunity to review school/district data and present additional evidence. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures.
4. A decision will be made by the program supervisor within 20 working days after receipt of the written request for reconsideration from the parent. The parent shall be notified of the decision in writing and the decision shall be forwarded to the superintendent.
5. The decision may be appealed to the Board.
6. If the parent is still dissatisfied, they may file an appeal to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OARs upon request.

Programs and Services

The district's TAG program and service options will be developed and based on the individual needs of the student.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsd.org.

TECHNOLOGY USE POLICY

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of the district's system.

1. Prohibitions

The following conduct is strictly prohibited:

- a. Attempts to use the district's system for:

- (1) Unauthorized solicitation of funds;
 - (2) Distribution of chain letters;
 - (3) Unauthorized sale or purchase of merchandise and services;
 - (4) Collection of signatures;
 - (5) Membership drives;
 - (6) Transmission of any materials regarding political campaigns;
 - (7) Chat rooms or messaging sites.
- b. Attempts to upload, download, use, reproduce or distribute information, data, software, or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;
 - c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
 - d. Attempts to evade, change or exceed resource quotas or disk usage quotas;
 - e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
 - (1) Harmful to minors;
 - (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
 - (3) A product or service not permitted to minors by law;
 - (4) Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
 - (5) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
 - (6) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
 - f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
 - g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
 - h. Attempts to arrange student meetings with anyone on the district's system, unless authorized by the system coordinator or teacher and with prior parent approval;
 - i. Attempts to use the district's name in external communication forums such as chat rooms without prior district authorization;
 - j. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access.

Violations/Consequences

1. Students
 - a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges.
 - b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.

- c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

TELEPHONES

When a student needs to contact his or her home, he or she should obtain a pass and use the student phone at the office. Messages from parents or guardians will be relayed to students only when necessary. Every effort will be made to avoid disruption of classes.

TEXTBOOKS

Textbooks are provided in many classes. In some classes students will be assigned their own textbooks for which they are responsible and which must be returned at the end of the year. In some classes we are only able to provide a classroom set for use in class. **It is the responsibility of all students to maintain their books in reasonable condition and to pay for any loss or damage.**

THREATS

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass or intimidate another. Additionally, false threats to damage school property, will not be tolerated.

Students in violation of the district's Board policy JFCM – Threats of Violence will be subject to discipline up to and including expulsion, and may be subject to civil or criminal liability. The district official shall notify the parent or guardian when their student is in violation of this policy and the disciplinary action imposed.

The threat of serious harm to public school students is serious. Students who make serious threats of violence will be taken at their word, and addressed accordingly. This will likely involve police intervention.

TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS

Student possession, use, sale or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited and will result in disciplinary action. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. A student shall be referred to law enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school.

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device; or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

To review WSD policies and current information, access District policies on the WSD Webpage at www.wdsd.org .

TRANSCRIPT EVALUATION

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

TRANSPORTATION OF STUDENTS

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

Transportation Rules

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved service animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary Procedures for Violations of Transportation Rules

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus for 3 – 5 days.
3. Third Citation of the Year: The student receives up to a 30-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by [the transportation supervisor], involving the student, the bus driver, [the transportation supervisor], the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

To review WDSB policies and current information, access District policies on the WDSB Webpage at www.wdsb.org.

VEHICLES/BICYCLES/SKATE BOARDS ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, long boards, rollerblades, scooters or similar devices on district grounds is prohibited. Skateboards, long boards, rollerblades, scooters or similar devices will be confiscated by school authorities and placed in the office for parents to retrieve.

The district assumes no liability for loss or damage of personal property, including vehicles, bicycles or skate boards, or to injuries caused in the use of them.

VISITORS

Parents and other visitors may visit district schools after scheduling such visits with the principal. To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are scheduled, all visitors must report to the school office upon entering school property. [Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility.] The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal. Visitors are **required** to wear Visitor Passes. Adults in the school might become aware of confidential information. For the protection of student rights, we ask you to respect that confidentiality. We are specifically concerned with privacy of the following issues: **1) Grades, performance, and achievement. 2) Individual health or family issues. 3) Discipline and behavioral issues.**

Parents are welcome to join us for lunch. Please see the above Cafeteria section for meal pricing.

Middle school age students may be allowed to visit our school if:

1. The visit has an educational purpose.
2. The visitor's school is not in session.
3. The host student must request a visitor clearance form from the office and complete it for the visiting student. **This must be approved and signed by the principal, as well as the office, and must be completed at least 24 hours in advance.**
4. A host student is responsible for any and all disciplinary infractions of their guest.
5. Teachers may refuse guests in their classrooms for any reason.
6. Students from other grade levels are NOT permitted to visit Winston Middle School.

FIELD TRIP REQUESTS

September 10, 2025

DATE	SCHOOL	CLASS/GROUP	TRAVELING TO
8/28/2025	DHS	FFA	CoosBay - Officer Retreat Planning
9/6/2025	DHS	FFA	Glide, Little River Christian Camp - District Leadership
9/30/2025	DHS/DAHS	Career/Trade (30)	Seven Feathers Convention - Trade Career Expo
10/1/2025	LES	4th Grade	Douglas Co Faiground - AG Explorer Day

Winston-Dillard School District #116
2025-2026

	<u>25/26 BUDGET</u>	<u>Estimate through 08/31/2026</u>	<u>25/26 PROJECTED</u>
REVENUES			
Property Taxes - Current	\$ 4,000,000	\$ -	\$ 4,000,000
Property Taxes - Prior Years	100,000	-	100,000
County Sales Back Taxes	15,000	-	15,000
HERT (Heavy Equip) & HB5006 (Wildfire)	-	-	-
Back Property Tax Interest Earnings	10,000	-	10,000
Interest on Investments - Current Rate of 4.64%	375,000	43,793	375,000
Admissions from Other Schools	-	-	-
Student Fees	30,000	-	30,000
Rentals/Lease Income	-	-	-
Contributions/Donations	-	-	-
Recovery of Prior Year Expenditure	-	-	-
Miscellaneous	65,000	75	65,000
County School Fund	20,000	-	20,000
ESD Apportionment	115,000	-	115,000
State School Fund 25/26	13,500,000	3,370,897	13,500,000
State School Fund 25/26 Adj Estimate	-	-	-
SSF High Cost Disability 25/26	-	-	-
SSF Small HS Grant 25/26	-	-	-
State School Fund Prior Year 24/25 Adj	-	-	-
SSF High Cost Disability Prior Year 24/25 Adj	-	-	-
SSF Small HS Grant Prior Year 24/25 Adj	-	-	-
SSF NSLP Match	-	-	-
State Managed County Timber	150,000	-	150,000
Common School Fund (State Owned Rangelands)	185,000	-	185,000
Federal Forest Fees	66,519	-	66,519
Transfer In (From Fund 200 - ODOE)	-	-	-
Sale/Loss of Fixed Assets	10,000	-	10,000
SUB TOTAL REVENUES	\$ 18,641,519	\$ 3,414,765	\$ 18,641,519
Beginning Fund Balance	4,240,000	-	4,240,000
TOTAL REVENUES	<u>\$ 22,881,519</u>	<u>\$ 3,414,765</u>	<u>\$ 22,881,519</u>
 EXPENDITURES			
Salaries	\$ 10,103,296	\$ 388,802	\$ 9,703,296
Payroll Costs	4,997,148	192,685	4,682,148
Purchased Services	4,092,150	141,340	4,092,150
Supplies & Materials	1,900,725	173,443	1,900,725
Capital Outlay	60,000	-	60,000
Other Objects	368,200	348,232	368,200
Transfer/NSLP Food Service Program	-	-	-
Transfer to Capital Project - SSF - Supplemental	-	-	-
Transfer to QSCB Fund 300	45,200	-	45,200
Transfer to Capital Project Fund 400	194,800	-	194,800
SUB TOTAL EXPENDITURES	\$ 21,761,519	\$ 1,244,502	\$ 21,046,519
Contingency	420,000	-	-
Unappropriated, Reserved for Next Year	700,000	-	-
TOTAL EXPENDITURES	<u>\$ 22,881,519</u>	<u>\$ 1,244,502</u>	<u>\$ 21,046,519</u>
TOTAL ESTIMATED REVENUES			22,881,519
TOTAL ESTIMATED EXPENDITURES			21,046,519
<i>Estimated Ending Fund Balance</i>			<u>\$ 1,835,000</u>
<i>(Of the \$22,881,519 budget the estimated the ending fund balance is 8%)</i>			

Fund 200 and 250

Fund 200 - Grants and Projects Fund

Fund 200 - Grants and Projects Fund	25/26 BUDGET	Estimate through 08/31/2025	25/26 PROJECTED
EXPENDITURES			
Salaries	\$ 2,506,989	\$ 83,046	\$ 2,506,989
Payroll Costs	1,268,608	26,787	1,268,608
Purchased Services	740,000	2,290	740,000
Supplies & Materials	577,957	37,003	577,957
Capital Outlay	270,000	68,142	270,000
Other Objects	-	-	-
Transfers to Other Funds	-	-	-
TOTAL EXPENDITURES	<u>\$ 5,363,553</u>	<u>\$ 217,268</u>	<u>\$ 5,363,553</u>

Fund 250 - Food Service Fund

Fund 250 - Food Service Fund	25/26 BUDGET	Estimate through 08/31/2025	25/26 PROJECTED
EXPENDITURES			
Salaries	\$ 407,963	\$ 27,010	\$ 407,963
Payroll Costs	199,249	13,346	199,249
Purchased Services	-	-	-
Supplies & Materials	858,788	42,952	858,788
Capital Outlay	20,000	-	20,000
Other Objects	-	-	-
Contingency	-	-	-
TOTAL EXPENDITURES	<u>\$ 1,486,000</u>	<u>\$ 83,307</u>	<u>\$ 1,486,000</u>

Fund 300 and 400

Fund 300 - Debt Service Fund	25/26 BUDGET	Estimate through 8/31/2025	25/26 PROJECTED
EXPENDITURES			
Principal and Interest	\$ 3,030,000	\$ 458,397	\$ 3,030,000
Contingency	820,200	-	-
TOTAL EXPENDITURES	\$ 3,850,200	\$ 458,397	\$ 3,030,000

*PERS Side Acct pmts for 25/26 are \$1,731,434 and will escalate to \$1,813,608 with final pmt in 2028.
GO Bond Series 2019 (DHS) payment for 25/26 is \$1,137,500. Final pmt 2039.*

Fund 400 - Capital Project Fund	25/26 BUDGET	Estimate through 08/31/2025	25/26 PROJECTED
EXPENDITURES			
Purchased Services	\$ -	\$ -	\$ -
Supplies & Material	-	-	-
Capital Outlay	539,200	89,112	539,200
Other Objects	-	-	-
Contingency	-	-	-
TOTAL EXPENDITURES	\$ 539,200	\$ 89,112	\$ 539,200



WINSTON-DILLARD SCHOOL DISTRICT BOARD OF DIRECTORS

District Office Board Room
620 NW Elwood St. Winston OR 97496
August 13, 2025 at 7:00 PM – Minutes

REGULAR SESSION

Present: Susan Chase Jasmine Geyer Lorna Quimby Bob Shigley Curt Stookey
 Kevin Wilson Kim Shigley

1. **Call To Order:** 7:00 pm

2. **Pledge of Allegiance:** Led by Bob Shigley.

3. **Roll Call** - Establishment of a Quorum: All five board members in attendance.
(Susan Chase, Jasmine Geyer, Lorna Quimby, Bob Shigley, Curt Stookey)

4. SUPERINTENDENT REPORT

Mr. Wilson recapped the summer school and ESY program that ended on August 7th and shared a couple of fieldtrip photographs. Mr. Wilson updated the board on the Lookingglass and McGovern elementary vestibule projects. The admin team attended an AI themed conference in Eugene on August 4th & 5th. Mr. Wilson invited the board to the “All Staff Welcome Back” breakfast on Monday the 18th to kick start the new school year.

5. **Directors Report:** None at this time.

6. ITEMS OF DISCUSSION

6.A. Executive Order 2509 Personal Electronic Devices K12 Schools

Executive Order 2509 states that all Oregon School districts are required to adopt policy no later than October 31, 2025 that prohibits the use of personal electronic devices by students. The district has already been enforcing/managing this requirement, the state is now providing guidelines for the implementation of such policy.

Attachments: (5)

- [Fostering Student Learning Well-Being and Belonging- Guidance for School Cell Phone Policies July 2 2025 \(1\)](#)
- [Personal Electronic Device Policy Frequently Asked Questions](#)
- [Personal Electronic Device Policy Overview](#)
- [JFCEB G1](#)
- [JFCEB R G1](#)

6.B. Student Handbook Updates

The board was provided an updated student handbook for Douglas High School.

Attachments: (1)

- [Student Handbook DHS](#)

7. ADOPTION OF CONSENT AGENDA

7.A. Financial Statement

Attachments: (2)

- [Financial Statements - GF - 07.31.25](#)
- [Financial Statements - Other Funds - 07.31.25](#)

7.B. Minutes

7.B.1. Executive Session July 9, 2025

Attachments: (1)

- [July 9, 2025 Executive Session Minutes](#)

7.B.2. Regular Session July 9, 2025

Attachments: (1)

- [July 9, 2025 Regular Session Minutes](#)

7.B.3. Executive Session July 23, 2025

Attachments: (1)

- [July 23, 2025 Exe Sess Minutes](#)

7.B.4. Special Session July 23, 2025

Attachments: (1)

- [July 23, 2025 Special Sess Minutes](#)

7.C. Ratify OSEA Contract 2025-2028

7.D. Personnel

7.D.1. Approve employment for Joel Dowdy, WMS Math Teacher effective August 18, 2025.

7.D.2. Approve employment for Kenadi Murphey, BES 1st Grade Teacher effective August 18, 2025.

7.E. Recommended Inter-District Student Transfers for 2025-26 School Year

7.F. Donation

7.F.1. Thank you to Wildlife Safari from WSD for Drive-thru and Giraffe Feeding Experience for ESY Students, approximate value \$1000.00.

Attachments: (1)

- [Wildlife Safari Thank you from District](#)

7.G. Adoption of Consent Agenda Motion

Jasmine Geyer made the motion for the Winston-Dillard School District Board of Directors approve the Consent Agenda as presented. Curt Stookey seconded the motion and all approved.

(Susan Chase, Jasmine Geyer, Lorna Quimby, Bob Shigley, Curt Stookey)

8. ACTION ITEMS

8.A. District Equity Committee (D.E.C.)

Jasmine Geyer made the motion for the Winston-Dillard School District Board of Directors to appoint members recommended by the Superintendent to the District Equity Committee.

Susan Chase seconded the motion and all approved.

(Susan Chase, Jasmine Geyer, Lorna Quimby, Bob Shigley, Curt Stookey)

9. **COMMUNICATIONS:** None at this time.

10. FOR THE GOOD OF THE ORDER

Mr. Dave Welker, Dir of Instructional Svc thanked the district office staff for the warm welcome.

Mrs. Emily Ledbetter, LES Principal shared the summer school students felt the summer school session was fun and engaging and overall attendance to the program increased from last year. Meet the Teacher is scheduled for August 21st.

Mrs. Lisa Dickover, BES Principal reported their summer school numbers were higher from last year and students and staff had lots of fun learning. She also shared they hired quite a few new staff for upcoming year which included two teachers returning to our district who started their

teaching career at WDSB. Mrs. Dickover took a moment to thank her custodial staff for all their hard work.

Mrs. Janna Norton, MES Principal reported their summer school and ESY students attended at Brockway and parents seemed very pleased overall. She is very proud of staff who were willing to provide summer services. Mrs. Norton is currently working on communication out to parents regarding the vestibule configuration and fencing.

Mr. Craig Anderson, DHS Principal said there is a lot of activity already taking place at DHS from fall athletics to Marching Band.

Mr. Rob Holveck, WMS Principal shared their summer school program was smaller than previous years but students still had a great experience. Staff have started migrating to the building and getting things ready for students.

Mrs. Norma Frost, MES Teacher is looking forward to another year.

11. ADJOURNMENT: 7:25 pm

12. UPCOMING

12.A. Regular Session at WDSB District Office Board Room on September 10, 2025 at 7:00 pm.



620 NW Elwood, Winston, OR 97496

Information (541)679-3000 * Business Office ext. 3406 * Superintendent ext. 3405 * FAX (541)679-4819

September 9, 2025

First American Title Co
1700 NW Garden Valley Blvd, Suite 204
Roseburg, OR 97471

Dear Sir or Madam:

Thank you so much for the donation of school supplies! (approx. value: \$300.00).

Your giving spirit and generosity is greatly felt and we truly appreciate your support to our students.

Sincerely,

Kevin Wilson, Superintendent

Tax ID#: 93-6000445