

# McMinnville



## Student Rights & Responsibilities Handbook 2015-2016

McMinnville School District #40  
1500 NE Baker Street  
McMinnville, OR 97128

## Table of Contents

### Table of Contents

FEDERAL COMPLIANCE NOTIFICATION .....	2
PREFACE/INTRODUCTION .....	2
SCHOOL DISTRICT CONTACTS .....	3
AUTHORITY .....	4
ADMISSION .....	4
ALTERNATIVE EDUCATION PROGRAMS .....	4
ASBESTOS .....	4
ASSIGNMENT OF STUDENTS TO CLASSES .....	5
ASSIGNMENT OF STUDENTS TO SCHOOLS .....	5
ATTENDANCE .....	5
CAREER ENDORSEMENTS .....	7
CLUBS AND ORGANIZATIONS .....	7
COMMUNICABLE DISEASES .....	7
COMPUTER USE .....	7
CONDUCT .....	8
CONFERENCES .....	10
COUNSELING .....	10
DAMAGES TO DISTRICT PROPERTY .....	11
DANCES/SOCIAL EVENTS .....	11
DISCIPLINE/DUE PROCESS .....	11
DISTRIBUTION OF MATERIAL .....	12
DRESS AND GROOMING .....	13
DRUGS, ALCOHOL AND TOBACCO .....	13
ELECTRONIC DEVICES .....	13
EMERGENCY MEDICAL TREATMENT .....	14
EMERGENCY SCHOOL CLOSING .....	14
EXTRACURRICULAR ACTIVITIES .....	14
FEES, FINES AND CHARGES .....	14
FIELD TRIPS .....	15
FUND RAISING .....	15
GANGS .....	15
GRADUATION .....	16
HOMELESS STUDENTS .....	17
IMMUNIZATION .....	17
INFECTION CONTROL .....	17
INSURANCE .....	18
LOCKERS .....	18
LOST AND FOUND .....	18
LUNCH/BREAKFAST PROGRAM .....	18
MEDIA ACCESS TO STUDENTS .....	19
MEDICINE AT SCHOOL .....	19
PARENTAL RIGHTS .....	20
PARENTAL INVOLVEMENT .....	20
PHYSICAL EXAMINATIONS .....	21
POSTERS .....	21
PRIVATE SCHOOLS .....	21
PROMOTION/RETENTION .....	21
RELEASE OF STUDENTS FROM SCHOOL .....	21
REPORTS TO STUDENTS AND PARENTS .....	22
SEARCHES .....	22
SPECIAL PROGRAMS .....	22
STUDENT/PARENT COMPLAINTS .....	23
STUDENT EDUCATION RECORDS .....	25
TALENTED AND GIFTED PROGRAM .....	27
TRANSFER OF STUDENTS .....	28
TRANSPORTATION OF STUDENTS .....	28
VEHICLES ON CAMPUS .....	29
VISITORS .....	29

## **McMinnville School District**

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

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues:

Dr. Maryalice Russell, Superintendent	503-565-4000
Lee Ann Ries, Director of Student Services	503-565-4032
Pattie Waltz, Director of Human Resources	503-565-4021

## **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.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

## **INTRODUCTION**

The Board of Directors of the McMinnville School District believes that each student should receive the best education that its resources can provide. The district's purpose is to provide opportunities for each student to realize successes necessary for living a productive and rewarding life in our society. Being an instrument of the community, the district will share responsibility with the home in providing an educational program, which will help each individual meet, understand and solve problems and accept responsibilities.

All students have rights. These rights carry related responsibilities on the part of each student. Students are charged with the responsibility to contribute to a positive educational climate, to actively participate in the prescribed learning activities, to use considerate behaviors, and to protect their own rights and those of other people. Although these rights and responsibilities are applicable in a total society, this document relates to, and is in force during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Off campus and outside of school time conduct that violates the District Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

One or more of the following characterizes a school-sponsored activity:

1. Any activity on school grounds and school facilities during published school hours.
2. Financing provided by or supervised by the school or school district.
3. Supervision in any form provided by school personnel, on or off school grounds.
4. Any activity that is the direct result of an in-school program.
5. An extended amount of class time taken to plan the activity.
6. Students using district provided transportation.
7. Any related activity, regardless of the time or location.

## McMinnville School District Contacts

### Board of Directors

Board meetings are scheduled for the second Monday of each month at 7:30 PM.

Ms. Janis Braich	434-5789
Ms. Barbara Carter	472-3753
Dr. Scott Gibson	971-237-5735
Mr. Stan Primozych	472-1412
Dr. Tim Roberts	472-3978
Dr. Scott Schieber, Chair	435-4807
Mr. Larry Vollmer	474-3520

### School District Office

1500 NE Baker Street  
McMinnville, Oregon 97128

Phone: 503-565-4000 Fax: 503-565-4030

**District Email:** info@msd.k12.or.us

**District Web Site:** www.msd.k12.or.us

Dr. Maryalice Russell, Superintendent	565-4001
Susan Escure, Finance Director	565-4005
Pattie Waltz, Director of Human Resources	565-4021
Kyra Donovan, Director of Elementary/ Federal Programs	565-4023
Lee Ann Ries, Director of Student Services	565-4032
David Bousquet, Director of Instructional Technology	565-4080
Kris Olsen, Director of District Projects	565-4000
Kristian Frack, ELL/Migrant Prog. Coordinator	565-4010
Kathleen Walker, Student Services Coordinator	565-5635
Jack Crabtree, Safety Manager	565-4014
Cindi Hiatt-Henry, Nutrition Services Supervisor	565-5649
Pete Keenan, Facilities/Operations Manager	565-4022

### McMinnville High School

615 NE 15<sup>th</sup> Street  
McMinnville, Oregon 97128

Phone: 565-4200

Fax: 565-4244

Sean Burke, Principal

Mark Hinthorn, Assistant Principal

Tony Vicknair, Assistant Principal

### MHS Alternative Ed-Cook Campus

800 Lafayette Avenue

McMinnville OR 97128

Phone: 503-565-5300

Lori Fults, Alternative Education TOSA

### MHS Engineering & Aerospace Sciences Academy

510 NE Captain Michael King Smith Way

McMinnville, OR 97128

Phone: 503-565-5770/5773

### Duniway Middle School

575 SW Michelbook Lane

McMinnville, Oregon 97128

Phone: 565-4400

Fax: 565-4414

Cathy Carnahan, Principal

Marty Palacios, Assistant Principal

### Patton Middle School

1175 E 19<sup>th</sup> Street

McMinnville, Oregon 97128

Phone: 565-4500

Fax: 565-4515

Brian Crain, Principal

Debbie Hilfiker, Assistant Principal

### Buel Elementary School

1985 SE Davis St

McMinnville, Oregon 97128

Phone: 565-5500

Fax: 565-5506

Stephanie Legard, Principal

### Columbus Elementary School

1600 SW Fellows Street

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Phone: 565-4600

Fax: 565-4606

Kathi Fowler, Principal

### Grandhaven Elementary School

3200 NE McDonald Lane

McMinnville, Oregon 97128

Phone: 565-4700

Fax: 565-4706

Marjorie O'Brien Johnson, Principal

### Memorial Elementary School

501 NW 14<sup>th</sup> Street

McMinnville, Oregon 97128

Phone: 565-4800

Fax: 565-4806

Dan Sheppard, Principal

### Newby Elementary School

1125 NW 2<sup>nd</sup> Street

McMinnville, Oregon 97128

Phone: 565-4900

Fax: 565-4943

Dave Carlson, Principal

### Wascher Elementary School

986 7<sup>th</sup> Street Extension

Lafayette, Oregon 97127

Phone: 565-5400

Fax: 565-5406

Kourtney Ferrua, Principal

### Adams Campus-RISE Program

1330 NE Cows Street

Phone: 503-565-5600 Fax: 503-565-5640

Pam Lybarger, Administrator

### MSD Conference Center

135 SE Booth Bend Rd.

McMinnville, OR 97128

## AUTHORITY

OREGON REVISED STATUTES –  
339.240 - Rules of pupil conduct and discipline;  
duties of state board and district school boards.

1. The State Board of Education, in accordance with ORS chapter 183, shall adopt rules setting minimum standards for pupil conduct and discipline and for rights and procedures pertaining thereto that are consistent with orderly operation of the educational processes and with fair hearing requirements.
2. Every district school board shall adopt and attempt to give the widest possible distribution of copies of reasonable written rules regarding pupil conduct, discipline and rights and procedures pertaining thereto. Such rules must comply with minimum standards adopted by the State Board of Education.

## ADMISSION

To enroll in the District, a student must:

- Be a resident of McMinnville School District or have an inter-district agreement signed by both the home district and McMinnville School District. Nonresident students who do not have an inter-district agreement may enroll by paying tuition.
- Be at least 5 but not yet 21 years of age on or before September 1 of the current school year.
- Have current immunizations or legal exemptions.

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

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

## ALTERNATIVE EDUCATION

Alternative education options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students when necessary to meet a student's educational needs.

### *Alternative Education Notification*

Individual notification to students and parents regarding the availability of alternative education programs will be given under the following situations, as appropriate:

1. When a student has multiple severe discipline problems;
2. When attendance is so erratic that the student is not receiving the benefits of the educational program;
3. When an expulsion is being considered;
4. When a student is expelled; and/or
5. When a student's parent or emancipated student applies for exemption from attendance.

Individual notification shall be hand-delivered or sent by certified mail prior to an actual expulsion.

### **Notification shall include:**

1. 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.

## ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and by developing a management plan for the control of this substance. The management plan is available for public inspection in the district office. The facilities and operations manager 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. Please contact the school office to find out the process and how to share input. Final decisions are the responsibility of the building principal or designee.

## **ASSIGNMENT OF STUDENTS TO SCHOOLS**

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

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 other costs. If a parent wishes the district to consider a publicly-funded private placement or private services, he/she must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

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

## **ATTENDANCE**

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempt by law. If a child of age five or six years is enrolled in public school the parent/guardian is required by law to send the child to school and maintain regular attendance while the child is enrolled. School staff will monitor and report violations of this state compulsory attendance law.

The district will notify the parent in writing of possible non-compliance. The written notice will include the following:

1. The superintendent 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 C violation;
3. A citation may be issued by the district;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

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

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

### ***Suspension of Driving Privileges Based on Non-Attendance***

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for

driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age.

Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn for the purposes of approving driving privileges if the student has:

1. More than 10 consecutive school days of unexcused absences; or
2. A total of 15 school days of unexcused absences during a single semester.

The student has a right to appeal the decision through district due process procedures.

### ***Absences and Excuses***

Parents are requested to notify the school if their child will be absent. If the school is not notified a call will be made to the student's home to check on the student.

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Parents may also call the school office to excuse absences.

Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

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

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

A student who has been absent 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 may not be allowed to participate in school-related activities on that day or evening.

### ***Exemption from Compulsory Attendance***

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time; OR
2. Employed part-time and enrolled in school part-time; OR
3. Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability(if applicable), standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to:

1. Reapply for an exemption no later than the second week of each semester OR
2. Return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

### ***Truancy***

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges. McMinnville Police officers, who encounter truant students may, at their discretion, return the students to the school and/or cite them in accordance with McMinnville Daytime Curfew Ordinance No. 4787.

## **CAREER ENDORSEMENTS**

Career endorsements will be made available to eligible district students. Career-related learning experience opportunities for students may include school-based, work-based or community-based experiences that connect to the student's education plan and reflect a high quality career-related course of study which informs students about future choices and simultaneously prepares the student for further education, lifelong learning and employment. Contact the building principal or a counselor for additional information.

## **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as band, choir, rally, dance, drama and athletic teams 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. The Student Code of Conduct applies at all times for students who participate in extra-curricular activities.

## **COMMUNICABLE DISEASES**

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

Students with certain diseases are not allowed to come to school while the disease is contagious.

In the case of diphtheria, measles, meningitis, whooping cough, plague, rubella and tuberculosis, the restriction is removed only by the written statement of the local health officer or a licensed physician (with concurrence of the local health officer) that the disease is no longer communicable to others in school.

In the case of chicken pox, mumps, lice, scabies, staph infections and strep infections, the restriction may be removed by a school nurse. Parents with questions should contact the school office.

## **COMPUTER USE**

Students may be permitted to use the district's electronic communications system for school-related educational purposes only. Personal use of district computers, including but not limited to e-mail access, music downloads or transfers from CDs and blogging is strictly prohibited. District technology equipment should never be used for personal gain or for political lobbying.



District technology users should comply with behavioral expectations, including using language that is not obscene, lewd, profane, vulgar, rude, threatening or disrespectful.

Cyber-bullying is prohibited as stated in district policy JFCF and JFCF-AR.

### ***Children's Internet Protection Act***

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

1. Technology protection measures have been installed and are in operation to restrict student and adult access to Internet sites that include visual depictions that are obscene, pornography or harmful to students;
2. The online activities of students are monitored;
3. Access by students to inappropriate materials 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", unauthorized circumvention of the district's server and other unlawful activities by students online is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information and pictures of students, staff, or other volunteers are prohibited.

### ***No Privacy in Use***

The district retains ownership and control of its computers, hardware, software and data at all times. All information and communications transmitted received or contained in the district's information systems are the district's property and are to be used for authorized purposes only.

District personnel may routinely review user files and communications. Files and other information, including e-mail, 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.

Persons who violate these guidelines shall be subject to discipline up to and including expulsion, revocation and/or permanent loss of district system access. Violations of law will be reported to law enforcement officials.

### ***Personal Safety***

District technology users should not give out their own or other's personal contact information. Any inappropriate communication should be reported to an adult as soon as possible.

## **CONDUCT**

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

### **Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

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 not to disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. **The right to privacy**, including privacy with 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-related activity, regardless of time or location and while being transported in district-provided transportation.

Off campus and outside of school time conduct that violates the District Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with 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, menacing, cyber-bullying
3. Coercion
4. Violent behavior or threats of violence or harm
5. Disorderly conduct, including disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon
7. Vandalism/malicious mischief/theft
8. Sexual harassment
9. Use/possession of tobacco, alcohol or drugs, including drug paraphernalia
10. Use or display of profane or obscene language
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

### ***Suspension of Driving Privileges Based on Student Conduct***

In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended based on student conduct when the student:

1. Has been expelled for bringing a weapon to school;

2. Has been suspended or expelled at least twice for assault;
3. Willfully damaged school property;
4. Used threats, intimidation, harassment or coercion; and/or
5. Has been suspended or expelled at least twice for drug offenses, including being under the influence of any controlled substance at school, on school property or at a school-sponsored activity, function or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

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

A meeting with the parent or guardian will be held prior to submitting such request to Oregon Department of Transportation.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

### ***Legal Consequences for certain violations***

**TOBACCO:** In accordance with Oregon law, any person under age 18 possessing a tobacco product including inhalant delivery systems such as e cigarettes, vape pens and other devices commits a Class D violation and is subject to a court-imposed fine as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco/nicotine-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine as provided by ORS 163.575.

**DRUG DISTRIBUTION:** An unlawful drug is any drug not prescribed by a licensed medical practitioner for that student. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment as provided by ORS 475.999.

**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 a weapon to school. However, the superintendent may modify the expulsion requirement for a student on a case-by-case basis.

Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in or on district property is subject to criminal prosecution, a maximum five years imprisonment, and \$125,000 fine and/or forfeiture weapon.

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

**Deadly weapon** is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

**Firearm** is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

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

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

### **Off-Campus Conduct**

Off campus and outside of school time conduct that violates the District Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

## **CONFERENCES**

Regular conferences are scheduled annually in the fall and spring to review student progress. 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 to request that the teacher call the parent to arrange a mutually convenient time.

## **COUNSELING**

### ***Academic Counseling***

Students are encouraged to talk with a school counselor, teachers and building administrators to learn about the curriculum, course offerings and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students. Students, who are interested in attending a college, university or training school, or pursuing other advanced education, should work closely with their counselor so they may take the courses that will best prepare them for further work. 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 social, family, emotional, academic, drug and alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

## **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 in addition to any other appropriate disciplinary consequences. The district will bill the student and parent for the damage. If the amount due is not paid, the amount will become a debt owed to the district. Certain restrictions and/or penalties may be imposed until such fees or restitutions are made. ~~Student records, including transcripts, report cards or diplomas may be withheld for failure to pay.~~

## **DANCES/SOCIAL EVENTS**

The rules of good conduct and grooming shall be observed for school dances and social events. Students' guests are allowed only at selected high school events. Refer to the high school handbook for policy procedures. A student attending a dance or 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.

## **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 such instances, including the right to appeal the discipline decisions of staff and administrators. An opportunity for the student to present his/her view of the alleged misconduct will be given before any disciplinary action is taken.

The district's disciplinary options include but are not limited to counseling by teachers, counselors and administrators; detention; suspension; expulsion; loss of driving privileges and loss of right to apply for driving privileges; and loss of school privileges, honors and awards.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

### ***Detention***

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

### ***Suspension***

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

Each suspension will specify the reasons for the suspension, the length of the suspension, and provide an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student. If a parent is known to be non-English speaking, the school will communicate the information in the parent's native language.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

## ***Expulsion***

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

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

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

## ***Discipline of Disabled Students***

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled 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 other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team will review and may revise the student's IEP. 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 or assaultive behavior 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 others.

## **DISTRIBUTION OF MATERIAL**

### ***School-Sponsored Media***

Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School sponsored media means materials that are prepared, substantially written, published or broadcast by student journalists that are distributed or generally made available, either free of charge or for a fee, to members of the student body and that are prepared under the direction of a student media adviser. School-sponsored media does not include media intended for distribution or transmission solely in the classrooms in which they are produced.

School-sponsored media prepared by student journalists is subject to reasonable time, place and manner restrictions, pursuant to state and federal law. School-sponsored media cannot contain material that:

1. Is libelous or slanderous;
2. Is obscene, pervasively indecent or vulgar;
3. Is factually inaccurate or does not meet journalistic standards established for school-sponsored media;
4. Constitutes an unwarranted invasion of privacy;
5. Violates federal or state law; or
6. So incites students as to create a clear and present danger of:
  - a. The commission of unlawful acts on or off school premises;
  - b. The violation of district policies; or
  - c. The material and substantial disruption of the orderly operation of the school. A school official will base a forecast of material and substantial disruption on specific facts, including past experience in the school and current events influencing student behavior, and not on undifferentiated fear or apprehension.

### ***Non-School-Sponsored Media***

On occasion, materials other than school sponsored media are prepared, produced and /or distributed by students on school grounds or at school-related activities.

Such materials are subject to reasonable time, place and manner restrictions for distribution as outlined by school building administration. For instance, individual building administrators may designate specific times and locations for the distribution of non-school-sponsored media. Students who distribute materials in violation of the time, place, and manner restrictions designated by building administrators are subject to discipline.

In addition, the following materials are prohibited from distribution at school:

1. Material that is libelous or slanderous;
2. Material that constitutes an unwarranted invasion of privacy;
3. Material that violates federal or state statutes, rules or regulations or state common law;
4. Material that creates or is reasonably likely to create the material and substantial disruption of the orderly operation of the school; or
5. Material that so incites students as to create a clear and present danger of:
  - a) The commission of unlawful acts on or off school premises; or
  - b) The violation of school policies.

Students who distribute materials on school grounds or at school-related activities which violate any of the above standards will be subject to discipline.

### **DRESS AND GROOMING**

The district's dress code promotes appropriate grooming and hygiene, prevents disruption and avoids 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 these standards are not met.

### **DRUG, ALCOHOL AND TOBACCO VIOLATIONS**

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco and inhalant delivery systems (such as e cigarettes, vape pens) including any substance represented to be an illegal or prohibited drug, alcohol or tobacco product is strictly prohibited. This includes 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 may also be disciplined for out of school violations of drug, alcohol and tobacco laws where such violations may create a concern for student health and safety or may have a substantial disruptive effect on the school.

Students in violation of the district's drug, alcohol and tobacco policy may be referred for a drug assessment and will be subject to disciplinary action up to and including suspension and expulsion. The district provides a diversion program for students after the second offense and also drug and alcohol prevention programs. As appropriate, students violating this policy will be referred to law enforcement officials.

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

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

### **ELECTRONIC DEVICES**

District policy discourages students from bringing electronic devices to school. Schools will not be responsible for loss or theft of these items. Administrators will not be responsible for pursuing related investigations.

Building administrators will determine whether students may possess personal communication devices, such as cellular phones on school property. A “personal communication device” is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

Students permitted to possess a personal communication device are prohibited from having the device on active mode during class time. Use and possession of such devices at school-sponsored activities or at other times during the school day will be determined by the building principal.

Students found in violation of Board policy and/or rules established by the building principal related to electronic devices will be subject to disciplinary action. The device may be confiscated and will be released to the student’s parents.

## **EMERGENCY MEDICAL TREATMENT**

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

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

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

## **EMERGENCY SCHOOL CLOSING INFORMATION**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as 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. Information will be available on the district website and on radio and television stations as soon as possible.

## **EXTRACURRICULAR ACTIVITIES**

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

Interested students should contact the school office for additional information.

## **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 his/her own supplies of pencils, pens, 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. Class fees per semester for certain classes such as horticulture, ceramics, ProStart and others as listed on the district adopted student fee schedule.
5. Personal physical education and athletic equipment and apparel;
6. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;

7. Student accident insurance and insurance on school-owned instruments;
8. Instrument rental and uniform maintenance;
9. Student identification cards;
10. Fees for damaged library books and school-owned equipment;
11. Lock or locker deposits;
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/ athletics.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

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

A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district, the amount, the consequence for non-payment, and the possibility that the district may turn the matter over to a private collections agency or other method of collection.

## **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.

## **FUNDRAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fundraising drives. An application for permission must be made to the principal or designee prior to the event. Food related fundraisers must meet the District Wellness policy and must be preapproved by Nutrition Services. All funds raised or collected by or for school-approved student groups will be received, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended to support the school's extracurricular activities program.

The principal is responsible for administering student body funds. The student body treasurer serves as the student government representative in consultation with the principal in administering student body funds.

## **GANGS**

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption to school 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, language (including hand signs), the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics, to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and resources that offer support to students and alternatives to gang involvement.

No student on or around district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, 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 Affiliation policy JFCEA will be subject to discipline in accordance with the district’s Student Code of Conduct. A conference with principal and a contract agreement will be completed for a first offense. For a second violation the student will be suspended a minimum of five days. Students will be suspended immediately pending expulsion for a third violation of the gang affiliation policy.

## GRADUATION EXERCISES

Students in good standing who have successfully completed district requirements for a high school diploma, a modified diploma or other certificates of completion or attendance awarded by the district may participate in graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee.



### ***Credit Requirements***

Students must successfully complete 27 units of credit. The state of Oregon requires all students to complete a certain series of courses.

To earn a Standard Diploma, a student is required to complete the following courses:

<b>Language Arts</b>	4 Units
<b>Mathematics</b>	3 Units
<b>Science</b>	3 Units
<b>Social Science</b>	3 Units
<b>Physical Education</b>	1 Unit
<b>Health Education</b>	1 Unit
<b>Arts, Second Language, Professional Technical Education</b>	3 Units in any one or a combination
<b>Electives</b>	6 Units
<b>Pathways Experience</b>	3 units

Additional requirements for Personalized Learning include:

- Education Plan and Profile
- Career-related Learning Standards
- Career-related Learning Experiences
- Extended Application

Students will also be required to meet the required Essential Skills in Reading, Writing and Math.

### ***Modified Diploma***

Beginning in grade five, school districts shall annually provide information to the parents or guardians of a student taking an alternate assessment of the availability of a modified diploma, extended diploma, and alternative certificate and the requirements for the each.

School districts shall ensure that students have access to the appropriate resources to achieve a modified diploma, extended diploma, or alternative certificate at each high school in the school district or at the public charter school.

A school district may award a modified or extended diploma to a student only upon the consent of the parent or guardian of the student. A district or school must receive the consent in writing and during the school year in which the

modified or extended diploma is awarded. The requirement for obtaining the consent of a student's parent or guardian does not apply to a student who is emancipated or has reached the age of majority of 18 years of age or older at the time the modified or extended diploma is awarded.

## **HOMELESS STUDENTS**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district office, 503-565-4000.

## **IMMUNIZATION**

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

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

## **INFECTION CONTROL HIV, AIDS AND HBV**

Although human immunodeficiency virus (HIV), acquired immune deficiency syndrome or acquired immunodeficiency syndrome (AIDS or Aids) and hepatitis B virus (HBV), are serious illnesses, the risk of contracting the disease in

school 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.

However, since any such risk is serious, the district requires that staff and students approach infection control using standard precautions. That is, students and staff must assume all human blood and body fluids are infectious.

### ***Infection/Disease Instruction***

As required by Oregon law, an age-appropriate plan of instruction about infections/diseases including HIV, AIDS and HBV has been included as an integral part of the district's health curriculum. Parents may request that his/her student be excused from that portion of the instructional program by contacting the principal for additional information and procedures.

Students or parents with questions about the district's HIV, AIDS and HBV health education program may contact the Director of Student Services at District Office. (503) 565-4000

### ***HIV, AIDS, HBV, - Students***

As a general rule, a student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy.

"Special risk" student means a student infected with HBV or HIV whose health-care provider reasonably believe presents special risk to others in an educational setting. Such special risks include, but are not limited to, a student's ongoing history of biting others.

If the district is informed, the district is prohibited by law from releasing information without permission from the infected person or parent. If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Parents of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student's health care provider,

as well as parents of any student with AIDS, are required to notify the superintendent of the student's infection to be granted permission for the student to continue to attend school. Failure to give notice will result in an order by the Oregon Department of Human Services, Health Services, or local health department to exclude the student from school. Alternately, the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements should contact the Director of Student Services.

## **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. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

## **LOCKERS**

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker. Students are responsible for making certain the locker is locked and that the combination is not available to others, unless locking the locker is prohibited under school rules. Students are held responsible for the contents of their assigned locker. Valuables should never be stored in student lockers.

Lockers and other district-owned storage locations and any items stored within the lockers may be routinely inspected without prior notice to ensure no prohibited item is present on district premises. Additionally, the district may need to access student lockers for maintenance and to reclaim district property including instructional materials.

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.

## **LOST AND FOUND**

Any articles found in the school or on district grounds should be turned in to the school office. Loss or suspected theft of personal or district property should be reported to the school office. Lost items will be held for the owner of the item only. At least twice a year, lost items will be donated to local charities.

## **LUNCH/BREAKFAST PROGRAM**

The district participates in the National School Lunch, School Breakfast, After School Supper and Commodity Programs. For the 2015-16 school year, breakfast and lunch will be available to all students for no charge as a result of a new pilot program funded by the USDA Child Nutrition Program. Meal applications will not be required.

Students wishing to purchase a second lunch or entrée may do so. Milk or juice to be consumed separate from a school meal must be purchased. *Al a carte* items, purchased from the cafeteria or any school store, must also be purchased separately. Parents may deposit funds for extra lunches or *ala carte* purchases for their students by using *myschoolbucks.com* or by sending funds with students to school. Cash and checks will be accepted. To avoid loss, cash should be sent in an envelope labeled with the student name. NSF check fees will be charged.

The District has a Wellness policy that outlines the types of foods that may be sold during the school day and during after school activities. All foods sold outside school meals including vending, student stores and fundraisers must meet the guidelines per State and Federal Regulation.

No foods prepared outside a licensed kitchen may be sold to students during the school day or

for fundraisers or during the school day per State Sanitation guidelines.

Substitutions for meal items will be allowed only after the receipt of an approved Medical Statement. The form may be located on the District Website under Nutrition Services.

Use of District cafeterias or kitchens requires advance approval of a building use form. Charges for staff supervision may be required.

Contact the Nutrition Services at (503) 565-5648 for details or further information.

## **MEDIA ACCESS TO STUDENTS**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events that are open to the public. Information obtained by the media directly from students does not require parental approval prior to publication.

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

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

## **MEDICINE AT SCHOOL**

With parent permission, students may take prescription or nonprescription medication at school or at school-sponsored activities.

### ***District-Administered Medication***

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

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method and frequency of administration, expiration date

of medication and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included.

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

All medication to be administered by the district is to be brought to school by the parent in its original container; include an adequate amount of medication; provide written information of any changes in medication instructions.

Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

### ***Self-Medication***

**Students in grades K-8** are not allowed to self-medicate (including over the counter medicines) unless they have been diagnosed with asthma or serious allergies.

**Students in grades K-12** who have been diagnosed with asthma or serious allergies may be allowed subject to the following restrictions:

1. Parent written permission for all requests;
2. Physician permission for prescription medications; and
3. Principal permission for all requests.

**Students in grades 9-12** may self-medicate if:

- A permission form is submitted for all prescription medications;
- Medication is kept in its appropriately-labeled (as described above), original container. The student's name is to be affixed to nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day, except for packaging that contains multiple doses, such as inhalers.

Sharing or borrowing medication is strictly prohibited.

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

### ***Injectable Medicines***

Students who require epinephrine, glucagon or other injectable medication may receive that medication from trained staff if a licensed health care professional is not immediately available.

When directed by a physician or other qualified health care professional students may be allowed to self-administer medication. A medical protocol regarding each student who self-administers injectable medication will be developed, signed by a physician and kept on file.

All requests for the district to administer injectable medication to a student shall be made by the parent in writing. Requests shall be accompanied by the physician's order for administering epinephrine, glucagon, or other medication as allowed by law. A prescription label will be deemed sufficient to meet the requirements for a physician's order for epinephrine and glucagon.

Contact the school office for additional information and forms.

## **PARENTAL WAIVER RIGHTS**

### ***Surveys***

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students.

Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's parent;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;

- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

### ***Distribution of Student Information***

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.

### ***Instructional Materials***

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

Requests to review materials should be directed to the school office during regular school hours.

### ***Program Exemptions***

Students may be excused from a program or learning activity based on religion, disability or other reason 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.

## **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 building newsletter published

through the school year, “Back to School” nights in the fall 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 graduation activities to the building’s site council, with its emphasis on instructional improvement.

## **PHYSICAL EXAMINATIONS**

Students in grades 6 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sport season.

Students shall not participate without a completed school sports pre-participation examination form on file with the district.

## **POSTERS**

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

## **PRIVATE SCHOOLS**

While parents may enroll their children in private schools, in accordance with Oregon’s compulsory education law, the district has no responsibility to pay for or reimburse parents for any costs associated with a unilateral placement in a private school. For students with a disability, or whose parents contend that the

student has a disability and is not being provided with a free, appropriate public education, the parents are required to notify the district at least 10 days before removing the student from the public schools so that the school can consider whether the educational program of the child should be modified or any evaluation conducted.

## **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 professional staff determines they 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 in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements. Students will be placed in the grade level or course best suited to meet their needs, based on district evaluation of the student’s transcript and/or other documentation.

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 outside regular dismissal time except in accordance with 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 his/her parent or as otherwise provided by law. Students may be subject to disciplinary action for failing to follow school sign-out procedures.

## **REPORTS TO STUDENTS AND PARENTS**

Written reports of student grades, progress reports and absences shall be issued to parents. Grades and progress reports will be based on many factors including regular and special assignments (both oral and written); class participation; research activities and other identified criteria. Parents will be notified of student progress on state benchmarks as appropriate.

## **SEARCHES**

District officials may search the student and his/her personal property 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 reason to believe evidence of a violation of a law, Board policy, administrative regulation or the Student Code of Conduct is present in a particular place, or an emergency or dangerous condition exists.

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches.

### ***Locker Searches***

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers and other district-owned storage locations and any items stored within those locations without prior notice. A student has full responsibility for the security of the locker. Students are responsible for making certain the locker is locked and that the combination is not available to others. Students are held responsible for the contents of their assigned locker. Valuables should never be stored in student lockers.

### ***Narcotics Canine Searches***

To better maintain a safe school environment, the district may request random searches of district property, including parking areas and lockers, by use of a trained narcotics canine. McMinnville Police Department will provide trained officers to facilitate such searches at the district's request, under the direction of the district.

If a locker and other district-owned storage locations and any items stored within those locations are identified by the narcotics canine, district personnel shall search the locker and adjacent lockers to determine whether any illegal substance is present.

If a vehicle parked on district property is identified by the narcotics canine, the district personnel shall search the vehicle. Parents will be notified if a vehicle is searched.

## **SPECIAL PROGRAMS**

### ***English Learners***

The district provides special programs for English Learners in all schools. Questions should be directed to the EL/Migrant Coordinator at the District Office.

Parents of limited English proficient students identified for such a program will be informed of:

- The reasons for placement;
- The student's level of English proficiency, how such level was assessed and the student's academic achievement;
- The methods of instruction used in the program and in other available programs;
- How the program will meet the educational needs of their student;
- How such program will help their student learn English, and meet standards for grade promotion and graduation;
- Exit requirements for the program.

### ***EL Students with Disabilities***

In the case of a student with a disability, parents shall be informed of how the EL program meets the objectives of the individualized education program (IEP) of the student, including;

- Parental rights that include written guidance;

- Detailing the right to have their student immediately removed from such program upon their request;
- 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;
- 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 special programs and services for students with disabilities. A student or parent with questions should contact the Director of Students Services at District Office. (503) 565-4000

### ***Title I Services***

Schools that receive Federal Title I funds provide supplemental 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 I. Parents with questions should contact the Director of Elementary and Federal Programs at the district office. (503) 565-4023.

Title I schools will also provide parents, upon request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

- Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
- Timely notice any time that the parent's student has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

## **STUDENT/PARENT COMPLAINTS**

The School Board encourages the parties to reach resolution at the lowest level possible. When resolution is not reached, complaints may be presented to the administrator, supervisor and finally the Superintendent or designee on the forms available in all schools and at the district office. The complaint shall be processed in accordance with the district policy and regulations, unless governed by collective bargaining agreements.

### ***District Personnel Complaints***

A student or parent who has a complaint concerning a classroom or teacher should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 15 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within 10 calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

### ***Complaints Alleging Harassment or Discrimination***

A student and/or parent with a complaint regarding possible discrimination or harassment



of a student should report that complaint to the building administrator.

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location. Harassment includes the following subcategories:

**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, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment.

**Cyber-bullying** means the use of any electronic 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. This includes any communication of this form that disrupts or prevents a safe and positive educational or working environment.

**Menacing** includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

**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, i.e., 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.

## **HOW TO FILE A HARASSMENT COMPLAINT**

**Step 1** Any harassment information (complaints, rumors, etc.) shall be presented in writing to the building principal, compliance officer or superintendent. The information should include the specific nature of the sexual harassment and corresponding dates. Confidentiality will be maintained to the extent allowed by law.

**Step 2** The district official receiving the information or complaint shall promptly initiate an investigation. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation, including the response of the alleged harasser, shall be written in a report. The district official(s) conducting the investigation shall notify the complainant when the investigation is concluded. A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step 3** If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

**Step 4** If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to 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 complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

**Step 5** If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

### ***Sexual Harassment***

Policy includes two forms of sexual harassment which apply regardless of age or gender:

***Quid pro quo:*** Demand for sexual favor in exchange for benefits, for example, submission to the sexual conduct is a factor in decisions affecting a student's education services, extra curricular activities or grades.

***Hostile environment:*** The unwelcome sexual conduct is so severe or pervasive that it limits a student's access to educational opportunities, unreasonably interferes with a student's educational performance, or otherwise creates an intimidating, hostile or offensive educational environment for the student.

Neither type will be tolerated toward any student by other students, district employees, volunteers, or third parties whether in the schools, on district property, or at any school-sponsored event.

"Third parties" are persons not under the control of the school district and include, but are not limited to audiences at school competitions, vendors doing business with the school, school visitors, and cooperative work program employees.

The district shall take action as necessary to make any reported incident(s) of harassment stop.

### **HOW TO FILE A SEXUAL HARASSMENT COMPLAINT**

Any student or employee who believes a student is being sexually harassed shall immediately inform a teacher or administrator. If the person

reported to is not an administrator, that person shall immediately notify the building principal or designee. Reporting forms are available at the office of each school.

### ***Education Standards & Instructional Materials Complaints***

The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures.

### ***Students with Disabilities Complaints***

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the Director of Student Services at District Office. (503) 565-4000

Special Education Parents' Rights Handbooks are available at the District Office.

## **STUDENT EDUCATION RECORDS**

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

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

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and grades;
8. Credits earned;
9. Attendance;
10. Date of withdrawal from school;
11. Social security number;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

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.

### ***Transcript Evaluation***

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

### ***Transfer of Education Records***

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.

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

### ***Requests for Education Records***

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school,

education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

### ***Access/Release of Education Records***

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

Parents of a minor, or an eligible student (if 18 or older), 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 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. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal 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 parent;
  - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall

make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

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

## **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. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students, or the Oregon Assessment of Knowledge and Skills (OAKS).

Identified students 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***

Parents 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 district TAG coordinator/teacher to request reconsideration;
2. The coordinator/teacher will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. 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. Parent(s) shall submit a written request for reconsideration of the identification /placement to the Director of School Improvement.
2. The Director of School Improvement 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 and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

### ***Programs and Services Complaints***

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

regarding the appropriateness of programs or services provided for TAG students should complete the District Complaint form available through the school office. All complaints will be processed through the established District Complaint procedures.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 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.

## TRANSFER OF STUDENTS

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. The transfer must be to a safe school that has not been identified for improvement.

Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator for additional information.

## 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 subject to disciplinary action including removal from transportation services.

### *Transportation Rules*

The following rules shall apply to student conduct on district transportation:

While riding a school bus, students will:

1. Obey the driver at all times
2. Not throw objects or carry on balloons
3. Not have in their possession any weapon
4. Not fight, wrestle or scuffle

5. Not stand up and/or move from seats while the bus is in motion
6. Not extend hands, head, feet, or objects from windows or doors
7. Not possess matches or other incendiaries (i.e. lighters) and explosive devices
8. Use emergency exits only as directed by the driver
9. Not damage school property or the personal property of others
10. Not threaten or physically harm the driver or other riders
11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order
12. Not make disrespectful or obscene statements
13. Not possess and/or use tobacco, alcohol, or illegal drugs
14. Not eat or chew gum
15. Not carry glass containers or other glass objects
16. Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus unless required by school program, with the understanding that these items remain in the seat with the student
17. Accept assigned seats
18. Stay away from the bus when it is moving
19. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses)
20. Follow directions of coaches, teachers, and chaperones that are responsible for maintaining order on trips

### *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:** The driver verbally restates behavior expectations and issues a warning citation. Student meets with school administrator to review appropriate behavior. Appropriate consequences may be issued.
2. **Second Citation:** The student is suspended from the bus for 1-4 days or an appropriate

school consequence is issued by the administrator.

3. **Third Citation:** The student is suspended from the bus for 5-10 days and may not be able to ride the bus until a conference has been held with the student, parent and administrator. Any subsequent violations will be considered a severe violation.
4. **Severe Violations:** Any severe violation will result in the immediate suspension of bus riding privileges for a minimum of 10 days to a maximum of one year. There will be a conference involving the student, parent and administrator to discuss this step.

In all instances, the appeal process may be used if the student and/or parent desires.

### ***IDEA Compliance***

The same standards for behavior apply to all students in McMinnville School District. If a special education student is removed from bus transportation, additional safeguards provided by federal law must be provided to ensure a free, appropriate public education for the student. Refer to board policy and the Special Education Procedures Handbook for information.

## **VEHICLES ON CAMPUS**

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division

with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In applying for a parking permit students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.

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

The district assumes no responsibility or liability for loss or damage to vehicles and their contents or bicycles.

## **VISITORS**

All visitors, including parents and volunteers, must report to the office upon entering school property. The principal/ designee may approve requests to visit as long as classrooms are not disrupted and the safety of our students is not compromised.

Students will not be permitted to bring visitors to school without prior approval of the principal or designee.