



**Klamath Falls
City Schools**

100% Graduation Is Our Expectation!

*Rights and
Responsibilities:*
**Code of
Conduct**

Twenty sixteen-twenty seventeen

2016-2017

The Rights and Responsibilities: Code of Conduct provides for the orderly operation of the educational process without infringing upon the rights and privileges of those who obey the codes.

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Approved by the Klamath Falls City Schools Board on 09/12/2016

2016-2017 Rights and Responsibilities: Code of Conduct

Table of Contents

INTRODUCTION.....	2
ADMINISTERING PRESCRIPTION/NONPRESCRIPTION MEDICATIONS (Policy JHCD-AR)	3
ALCOHOL (Policy JFCH)	6
ALTERNATIVE EDUCATION NOTIFICATION (Policy IGBHC).....	6
COMPULSORY ATTENDANCE (Policy JEA)	7
CORPORAL PUNISHMENT (Policy JGA)	8
DETENTION OF STUDENTS (Policy JGB).....	8
DIRECTORY INFORMATION (Policy JOA).....	8
DISCIPLINE OF DISABLED STUDENTS (Policy JGDA/JGEA)	9
EDUCATION RECORDS/RECORDS OF STUDENTS W / WITH DISABILITIES (IGBAB/JO)	10
EQUAL EDUCATIONAL OPPORTUNITY (Policy JB).....	10
EXPULSION (Policy JGE).....	10
EXPULSION GUIDELINES (Policy JGE-AR)	12
FLAG DISPLAYS AND SALUTES (Policy INDB)	13
FREEDOM OF EXPRESSION (Policy IB)	13
GRADE REDUCTION/CREDIT DENIAL (Policy IKAD).....	13
HAZING/HARASSMENT/INTIMIDATION/MENACING/BULLYING/CYBERBULLYING/DATING VIOLENCE/DOMESTIC VIOLENCE - STUDENT (Policy JFCF)	13
HIV, AIDS, HBV AND HCV, HEALTH EDUCATION (Policy IGAEA).....	15
HUMAN SEXUALITY, AIDS/HIV, SEXUALLY TRANSMITTED DISEASES, HEALTH EDUCATION (Policy IGAI)	16
IMMUNIZATION AND VISION SCREENING/EYE EXAMINATION (Policy JHCA/JHCB)	17
INSTRUCTIONAL RESOURCES/INSTRUCTIONAL MATERIALS (Policy IIA)	18
ELECTRONIC COMMUNICATIONS SYSTEM (Policy IIBGA-AR).....	18
MEDIA ACCESS TO STUDENTS (Policy JOD).....	19
NON-DISCRIMINATION.....	19
PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA (Policy JFCEB)	20
PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA – (Policy JFCEB-AR)	20
PERSONALLY IDENTIFIABLE INFORMATION (Policy JOB).....	21
PUBLIC COMPLAINTS (Policy KL).....	22
PUBLIC COMPLAINT PROCEDURE (Policy KL-AR)	22
SCHOOL BUS SAFETY PROGRAM (Policy EEAC).....	23
SECRET SOCIETIES/GANG ACTIVITY (Policy JFCE/JFCEA)	24
SEXUAL HARASSMENT (Policy JBA/GBN).....	24
SEXUAL HARASSMENT COMPLAINT PROCEDURE (JBA/GBN-AR).....	26
STUDENT ABSENCES AND EXCUSES (Policy JED)	26
STUDENT BICYCLE USE (Policy JHFC)	27
STUDENT CONDUCT (Policy JFC).....	27
STUDENT DRESS AND GROOMING (Policy JFCA)	27
STUDENT FEES, FINES, AND CHARGES (Policy JN).....	27
STUDENT ORGANIZATIONS (Policy IGDA).....	28
STUDENT RIGHTS AND RESPONSIBILITIES (Policy JF/JFA)	29
STUDENT SEARCHES (Policy JFG)	29
STUDENT SEARCHES (Policy JFG-AR)	29
STUDENT SKATEBOARD/ROLLERBLADE/SCOOTER USE (Policy JHFCA)	32
STUDENT TRANSPORTATION IN PRIVATE VEHICLES (Policy EEAE-AR).....	32
STUDENTS WITH DISABILITIES (Policy IGBA)	33
SUBSTANCE/DRUG ABUSE (Policy JFCI).....	33
SUSPENSION (Policy JGD).....	34
THREATS OF VIOLENCE (Policy JFCM).....	34
PROHIBITED USE, POSSESSION, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS (Policy JFCG/KGC/GBK)	35
TRUANCY (Policy JEDA)	36
USE OF RESTRAINT AND SECLUSION (Policy JGAB)	36
VANDALISM/MALICIOUS MISCHIEF/THEFT (Policy ECAB)	38
WEAPONS IN THE SCHOOLS (Policy JFCJ).....	38

INTRODUCTION

School officials have the authority to develop Rights and Responsibilities: Code of Conduct which provides for the orderly operation of the educational process without infringing upon the rights and privileges of those who obey the codes.

School staff, students, and parents must assume responsibility for appropriate behavior in the school setting. Students should see the school as a symbol of opportunity, where rights and responsibilities are emphasized equally and human dignity protected.

Educational institutions can do much to eliminate conditions that produce student misconduct by spelling out in clear, concise language what student rights and responsibilities are and by developing clear rules for students which provide orderly and consistent procedures for handling misconduct.

Oregon law treats student conduct and discipline in Chapter 339 of Oregon Revised Statutes and in Oregon Administrative Rules 581-21-050 through 581-21-075.

The Rights and Responsibilities Handbook: Code of Conduct applies to all school activities and transportation on or off the school grounds.

Some of these policies have been abridged. To read the entire policy, please go to the district website to access the online policy manual.

**KNOW THE
CODE**
INTEGRITY • RESPECT • RESPONSIBILITY

ADMINISTERING PRESCRIPTION/NONPRESCRIPTION MEDICATIONS (Policy JHCD-AR)

Students may, subject to the provisions of this regulation, have non-injectable prescription or nonprescription medication administered by designated, trained school staff. Self-medication by students will also be permitted in accordance with this regulation (Policy JHCD-AR).

Designated Staff/Training

The building principal will designate trained staff authorized to administer prescription or nonprescription medication to students while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities. The building principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this administrative regulation.

Administering Medications to Students

- a. Requests for designated staff to administer medication to a student may be approved by the district and subject to the following:
 - (1) A written request for the district designated staff to administer prescription medication to a student, if because of the frequency for the medication, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities must be submitted to the school and shall include:
 - (a) The written signed permission of the parent or guardian;
 - (b) The written instruction from the physician, physician assistant or nurse practitioner for the administration of the prescription medication to the student including:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration; and
 - (vi) Other special instruction, if any.
 2. A written request for the district to administer nonprescription medication must be submitted to the school office and shall include:
 - (a) The written signed permission of the parent or guardian;
 - (b) The written instruction from the physician parent or guardian for the administration of the nonprescription medication to the student including:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Route; Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration; and
 - (vi) Other special instruction, if any.

The prescription label will be considered to meet this requirement if it contains the information listed in (i) – (vi) above.

- b. Medication is to be submitted in its original container;
- c. Medication is to be brought to and returned from the school by the parent;
- d. It is the parent/guardian responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- e. It is the parent/guardian responsibility to ensure that the school is informed in writing of any changes in medication

- instructions;
- f. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district-administered medication;
- g. Any error in administration of medication will be reported to the parent immediately and documentation made on the Medication Administration Accident/Medication Incident Report. Errors include but are not limited to administering medication to the wrong student, administering the wrong medication, dose, frequency of administration, method of administration, etc.;
- h. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

Student Self-Medication of Prescription or Nonprescription Medication

- a. Student self-medication of prescription medication by K-12 students including students with asthma or severe allergies will be allowed subject to the following:
 - (1) A parent (guardian) signed permission form and other documentation requested by the district must be submitted for self-medication of all prescription medications; except when a student’s reproductive right to privacy prevails (i.e. contraceptive).
 - (2) Medication that is prescribed by a physician and includes a written treatment plan developed by a physician or other Oregon licensed health care professional for the managing of student’s asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in before-or after-school care programs of school-owned property and in transit to or from school or school-sponsored activities. The physician will include ~~and~~ acknowledgement that the student~~s~~ has been instructed in the correct and responsible use of the prescribed medication.
 - (3) Building administration and/or school nurse permission is required for all self-medication of prescription medicine requests is required.
- b. Student self-medication of nonprescription medication by K-12 students may be allowed subject to the following:
 - (1) A parent or guardian permission form and other documentation requested by the district must be submitted for self-medication of all nonprescription medications. The signed form from the parent or guardian will ensure the student has received proper instruction for use;
 - (2) Building administration/school nurse permission for all self-medication of nonprescription medicine requests is required.
- c. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided above;
- d. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
 - (1) Prescription labels must specify the name of the student, name of the medication, dosage, method of administration and frequency or time of administration and any other special instruction including permission for the student to self-medicate;
 - (2) Nonprescription medication must have the student’s name affixed to the original container.
- e. The student may have in his/her possession only the amount of medication needed for that school day according to the prescription instruction, except for manufacture’s packaging that contains multiple dosage, the student may carry one package, such as but not limited to, auto-injectable epinephrine or bronchodilators/inhalers;
- f. Sharing and/or borrowing of any medication with another student is strictly prohibited;
- g. For students who have been prescribed bronchodilators or epinephrine, school staff will request from the parent or guardian, that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided by the parent or guardian, will be kept at the student’s school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency.
- h. Upon written parent request and with a physician’s written statement that the lack of immediate access to a backup auto-injectable epinephrine may be life threatening to a student, and the location of the school stores backup medication is not located in the student’s classroom, a process shall be established to allow the backup auto-injectable epinephrine to be kept in a reasonably secure location in the student’s classroom;
- i. Permission to self-medicate may be revoked if the student violates the Board policy and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate;

Handling, Storage, Monitoring Medication Supplies

- a. Medication administered by designated staff or self-administered by the student must be delivered by the parent to the school, in its original container, accompanied by the permission form and written instructions, as required above;
- b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated staff in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the building principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply;
- c. Designated staff will follow the written instructions of the physician and parent and training guidelines as may be recommended by the ODE for administering all forms of prescription and/or nonprescription medications;
- d. Medication will be secured as follows:
 - (1) Non-refrigerated medications will be stored in a locked cabinet, drawer or box used solely for the storage of medication;
 - (2) Medications requiring refrigeration will be stored in a locked box in the refrigerator or in a separate locked refrigerator used solely for medication;
 - (3) Access to medication will be limited to the building principal and designated school staff.
- e. Designated staff will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage;
- f. In the event medication is running low or inadequate dosage is on hand to administer the medication, the designated staff will notify the parent immediately.

Emergency Response

- a. Designated staff will notify 911 or other appropriate emergency medical response systems and administer first aid as necessary in the event of life threatening side effects that result from district administered medication or from student self-medication or allergic reactions. The parent, school nurse and building principal will be notified immediately.
- b. Minor adverse reactions that result from district administered medication or from student self-medication will be reported to the parent immediately.
- c. Any available district staff will immediately call 911 and the student's parents or guardian if the designated staff member believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.

Disposal of Medications

- a. Medication not picked up by the parent at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated school staff in a non-recoverable fashion **as follows**:
 - (1) Medication in capsule, table or liquid form will be removed from their original container (destroy any personal information). Crush solid medications, mix or dissolve in water (this applies to liquid as well) and mix with an undesirable substance such as coffee ground, kitty litter, flour, etc. and place it in impermeable nondescript containers such as empty cans or sealable bags, placing these containers in the trash. Flush prescriptions down the toilet only if the accompanying patient information specifically instructs it is safe to do so;
 - (2) Other medication will be disposed of in accordance with established training procedures including sharps and glass.
- b. All medication will be disposed of by designated staff in the presence of another school employee and documented as described below.

Documentation and Record Keeping

- a. A medication log will be maintained for each student administered medication by the district. The medication log will include but not be limited to:
 - (1) The name, dose and route of medication administered, date, time of administration and name of the person administering the medication;
 - (2) Student refusals of medication;

- (3) Errors in administration of medication;
 - (4) Emergency and minor adverse reaction incidents;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the school staff involved.
- b. All records relating to administration of medicines, including permission slips and written instructions, will be maintained in a separate, medical file apart from the student's education records file unless otherwise related to the student's education placement and/or individualized education plans. Records will be retained in accordance with applicable provisions of OAR 166-414-0010(17) and OAR 166-400-0060(29).
 - c. Student medical files will be kept confidential. Access shall be limited to those designated school staff authorized to administer medication to students, the student and his/her parents. Information may be shared with staff with legitimate educational interest in the student or others as may be authorized by the parent in writing.

Liability

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages because of the administration of prescription and/or nonprescription medication as per state law.

A school administrator, school nurse, teacher or other district employee designated by the school administrator are not liable in a criminal action or for civil damages because of a student's self-administration of medication, when the person in good faith assisted the student in self-administration of the medication, as per state law.

A school administrator, school nurse, teacher or other district employee are not liable in a criminal action or for civil damages, when in good faith administers auto-injectable epinephrine to a student or other individual with a severe allergy, who is unable to self-administer the medication, as per state law.

A school district and the members of a school district board are not liable in a criminal action or for civil damages when a student or individual is unable to self-administer medication, when any person in good faith administers auto-injectable epinephrine to a student or individual, as per state law (Policy JHCD-AR).

ALCOHOL (Policy JFCH)

The district prohibits the sale or distribution, use and/or possession of alcoholic beverages by students using district facilities to include all buildings, grounds, and vehicles for which the district has jurisdiction. This policy will be in effect 24 hours per day and is meant to include all school activities whether on district property or not. Possession of alcoholic beverages, as it applies to students, shall be defined as the acceptance or consumption of a container of alcoholic liquor, or any portion thereof or a drink of such liquor. This means a student may not consume alcoholic beverages at home or otherwise while under a parent or guardian's jurisdiction and then return to district property or district activities while a detectable level of said alcoholic beverage remains in the student's body.

ALTERNATIVE EDUCATION NOTIFICATION (Policy IGBHC)

General notification of the alternative education law, the availability of existing programs and the procedures to request the establishment of new alternative education programs shall be contained in the student/parent handbook distributed each year.

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:

1. When two or more severe disciplinary problems occur within a three-year period. Severe disciplinary problems will be defined in the Code of Conduct;
2. When attendance is so erratic the student is not benefiting from the educational program. Erratic attendance will be defined on a case-by-case basis;
3. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis;
4. When an expulsion is being considered for reasons other than a weapons policy violation;
5. When a student is expelled for reasons other than a weapons policy violation.

Individual notification shall be hand delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion. Notification shall include:

1. The student's action;
2. A list of alternative education programs for this student;
3. The program recommendations based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

The superintendent will develop notification procedures in accordance with Oregon Revised Statutes.

COMPULSORY ATTENDANCE (Policy JEA)

Except when exempt by Oregon Law, all students between ages 6 and 18 who have not completed the 12th grade are required to regularly attend a public full-time school during the entire school term.

All students five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public schools.

Persons having legal control of a student between the ages 6 and 18 who has not completed the 12th grade are required to have the student attend and maintain the child in regular attendance during the school term. Persons having legal control of a student, who is five or six years of age and has enrolled the child in a public school, are required to have the student attend and maintain the child in regular attendance during the school term.

Under the superintendent's direction and supervision, building principals shall monitor and report any violation of the compulsory attendance law to the superintendent or his/her designee. A violation is a Class C violation and is punishable by a citation up to \$180.

The district may develop procedures for issuing a citation.

A parent who is not supervising his/her student by requiring school attendance may also be in violation of ORS 163.577(1)(c). Failing to supervise a child is a Class A violation and punishable by a fine up to \$720.

In addition, the district may report students with 10 consecutive day's unexcused absence or 15 cumulative days unexcused absence in a single semester to the Oregon Department of Transportation.

Exemptions from Compulsory School Attendance

In the following cases, students shall not be required to attend public schools full time:

1. Students being taught in a private or parochial school in courses of study usually taught in grades kindergarten through grade 12 in the public schools and in attendance for a period equivalent to that required of students attending public schools;
2. Students proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in grades kindergarten through grade 12 in the public schools;
3. Students being taught by a parent or private teacher the courses of study usually taught in grades ~~1~~ kindergarten through grade 12 in the public schools for a period equivalent to that required of students attending public schools;
4. Students being educated in the home by a parent:
 - a. When a student is taught or is withdrawn from a public school to be taught by a parent or private teacher, the parent or teacher must notify the Southern Oregon Education Service District in writing within 10 days of such occurrence. In addition, when a home-schooled student moves to a new ESD, the parent shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD superintendent shall acknowledge receipt of any notification in writing within 90 days of receipt of the notification. The ESD is to notify, at least annually, school districts of home-schooled students who reside in their district.
 - b. Each student being taught by a parent or private teacher shall be examined no later than August 15, following grades 3, 5, 8 and 10:
 - (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew;
 - (2) If the student never attended public or private school, the first examination shall be administered prior to the end of grade 3;
 - (3) Procedures for home-schooled students with disabilities are set out in OAR 581-021-0029.
 - c. Examinations testing each student shall be from the list of approved examinations from the State Board of Education;

- d. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
 - e. The person administering the examination shall score the examination and report the results to the parent. Upon request of the ESD Superintendent, the parent shall submit the results of the examination to the ESD;
 - f. All costs for the test instrument, administration, and scoring are the responsibility of the parent;
 - g. In the event the SOESD superintendent finds that the student is not showing satisfactory educational progress, the SOESD superintendent shall provide the parent with a written statement of the reasons for the finding, based on the test results and shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
5. Students excluded from attendance as provided by ORS 339.030;
 6. An exemption may be granted to the parent of any student 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school or enrolled in a community college or other state registered alternative education program as defined in ORS 336.615.

CORPORAL PUNISHMENT (Policy JGA)

The use of corporal punishment in any form is strictly prohibited in the district. No student will be subject to the infliction of corporal punishment.

Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent/guardian, person in parental relationship or school district.

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming self, others or doing harm to district property. Physical force shall not be used to discipline or punish a student. The superintendent shall inform all staff members and volunteers of this policy.

DETENTION OF STUDENTS (Policy JGB)

A school administrator or teacher may detain a student for disciplinary reasons after school hours, provided the parent has had the opportunity to be notified of the detention and, in the case of bus students, the parents have had the opportunity to make arrangements for the student's transportation home. In cases where students are transported by school bus, 24-hour notice will be given so that transportation may be arranged. Parents will be asked to arrange for the transportation of the detained students; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted.

Parents of K-6 students being detained will be notified by the school administrator or teacher. Notification of parents of students in grades 7-12 will be the responsibility of the student.

Students who are detained after school must not be left alone during their detention. Their supervision must be provided or arranged for by the teacher or administrator who detains them.

DIRECTORY INFORMATION (Policy JOA)

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

1. Student's name;
2. Student's address;
3. Student's telephone listing;
4. Student's electronic address;
5. Student's photograph;
6. Date and place of birth;
7. Major field of study;
8. Participation in officially recognized sports and activities;
9. Weight and height of athletic team members;
10. Dates of attendance;

11. Degrees or awards received;
12. Most recent previous school or program attended.

Public Notice

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

Exclusions

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

Directory information shall be released only with administrative direction.

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

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

At no point will a student's social security number or student identification number be considered directory information.

DISCIPLINE OF DISABLED STUDENTS (Policy JGDA/JGEA)

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

1. The student is receiving IEP services;
2. For the student not yet identified as a student with a disability, the district had knowledge that the student had a disability and needed special education.

For a violation of a code of conduct, the district may remove a student with a disability from a current educational placement to an appropriate interim alternative educational setting, another setting, or suspension, for up to 10 school days in a school year to the same extent, and with the same notice, as for students without disabilities, if the removals do not constitute a pattern. The district may remove a student with disabilities for additional periods of up to 10 days if the removal does not constitute a pattern. The determination regarding whether a series of removals constitutes a pattern is subject to review in an expedited due process hearing.

Disciplinary removal of a student with a disability constitutes a change in the student's educational placement when the removal is for more than 10 consecutive school days, or the removal is for more than 10 cumulative school days and constitutes a pattern of removals. When considering whether to order a disciplinary change of placement, the district may consider any unique circumstances on a case-by-case basis. Any decision to initiate a disciplinary change in placement requires a determination of whether the conduct leading to the disciplinary removal was caused by, or was substantially related to, the student's disability or was a direct result of the district's failure to implement the student's IEP.

For a violation involving drugs, weapons or the infliction of serious bodily injury, the district may remove a student with a disability from the student's 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 school days in a school year without regard to whether the behavior is a manifestation of the student's disability. This removal is considered a change in placement.

The district will provide educational services to a student who is suspended or expelled for more than 10 school days in a school year. These services may be provided in a different location or interim alternative educational setting as determined by the IEP and placement teams.

EDUCATION RECORDS/RECORDS OF STUDENTS WITH DISABILITIES (IGBAB/JO)

Education records are those records maintained by the district that are directly related to a student.

The primary reason for the keeping and maintaining of education records for students is to help the individual student in his/her educational development by providing pertinent information for the student, his/her teachers and his/her parents. These records also serve as an important source of information to assist students in seeking productive employment and/or post high school education.

The district shall maintain confidential education records of students in a manner that conforms with state and federal laws and regulations.

Information recorded on official education records should be carefully selected, accurate, and verifiable, and should have a direct and significant bearing upon the student's educational development.

The district annually notifies parents or adult students that it forwards educational records requested by an educational agency or institution in which the student seeks to enroll or receive services, including special education evaluation services.

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. Records requested by another district to determine a student's appropriate placement may not be withheld. Students or parents will receive written notice at least 10 days in advance of any restrictions and/or penalties to be imposed until the debt is paid. The notice will include the reason the student owes money to the district, an itemization of the fees, fines or damages owed and the right of parents to request a hearing. The district may pursue fees, fines or damages through a private collection agency or other method available to the district. The district may waive fees, fines and charges if the student or parents cannot pay, the payment of the debt could impact the health and safety of the student or if the cost of collection would be more than the total collected or there are mitigating circumstances, as determined by the superintendent.

The district shall comply with a request from parents or an adult student to inspect and review records without unnecessary delay. The district provides to parents of a student with a disability or to an adult student with a disability the opportunity at any reasonable time to examine all of the records of the district pertaining to the student's identification, evaluation, educational placement and free appropriate public education. The district provides parents or an adult student, on request, a list of the types and locations of education records collected, maintained and used by the district.

EQUAL EDUCATIONAL OPPORTUNITY (Policy JB)

Every student of the district will be given equal educational opportunities regardless of age, sex, race, religion, color, national origin, disability, marital or parental status, linguistic background, culture, capability, or geographic location.

Further, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

The superintendent will designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number will be provided to all students and employees.

The board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints under Title IX.

EXPULSION (Policy JGE)

A principal, after reviewing available information, may recommend to the hearings officer, designated by this board to expel students, that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

No student may be expelled without a hearing unless the student's parent(s) 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. By waiving the right to a hearing, the student and parent agree to abide by the findings of the hearings officer.

When an expulsion hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service or by certified mail at least five days prior to the scheduled hearing. Notice shall include.
 - a. The specific charge or charges;
 - b. The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;
 - c. A recommendation for expulsion;
 - d. The student's right to a hearing;
 - e. When and where the hearing will take place; and
 - f. The right to representation.
2. The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;
3. Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the student's parents request an open session;
4. In case the parent to student has difficulty understanding the English language or has other serious communication disabilities, the district will provide a translator;
5. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney and/or parent. The district's attorney may be present;
6. The student shall be afforded the right to present his/her version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
7. The student shall be permitted to be present and to hear the evidence presented by the district;
8. The hearings officer of the student may record the hearing;
9. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;
10. If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide to the Board, findings as to the facts, the recommended decision and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion;
11. If the Board has delegated authority to the superintendent or designee to act as the hearings officer, the superintendent may designate him or herself, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student is age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the students' parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision;
12. A Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parents request a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:
 - a. The name of the minor student;
 - b. The issues involved, including a student's confidential medical record and that student's educational program;
 - c. The discussion;
 - d. The vote of the Board members, which may be taken in executive session when considering expulsion.

Prior to the expulsion, the district will propose alternative programs of instruction or instruction combined with counseling to a student expelled for reasons other than a weapons policy violation. The district must document to the parent or guardian of the student that proposals of alternative programs have been made.

EXPULSION GUIDELINES (Policy JGE-AR)

Weapons:

1. Hearing;
2. Hearings officer rules;
3. If “weapon,” a one-year expulsion is required. However, the hearings officer, as the superintendent’s designee, may modify the expulsion period based on the evidence presented and principal’s recommendation.

Regular Expulsion:

1. Hearing;
2. Hearings officer rules;
3. If expulsion, appeal goes to board;
4. Board does not re-do hearings officer’s Findings of Fact;
5. Board only considers lessening the penalty;
6. Appeal to board is in writing, unless parent requests to address the Board. If the parent addresses the Board, only the parent and student are allowed.

NOTE: For a “weapon,” for example, **IF** the principal believes it is a harmless pocket knife, etc., the principal will call the hearings officer and recommend that expulsion be waived and a suspension only be implemented. If the hearings officer agrees that it is not an expellable offense, no hearing occurs. If the hearings officer disagrees, or is unsure, the expulsion hearing is conducted.

Drug Offenses

All students will be recommended for expulsion on the first offense for possession of, use of, sale of, or under the influence of drugs at school or any school activity.

Alcohol Offenses

First Offense:

1. Regular School Day
If the first offense involves being under the influence of, or possession of, alcohol at school during regular school hours, expulsion would be recommended.
2. School Activities
A 10-day suspension with required drug and alcohol counseling (refusal or non-compliance will result in expulsion) if there are no other extenuating circumstances. Extenuating circumstances would include defiance and excessive resistance to school officials; violence; intoxicated to the extent that it causes a great spectacle (passing out, falling down, etc.); actions that incite other students to cause major disruptions; prior serious disciplinary problems which included suspension.
3. Out-of-Town Trips (Same as School Activities)
4. One-Day Field Trips (Same as Regular School Day)

Second Offense:

Expulsion for all second offenses which includes prior drug offenses.

When considering disciplinary action for a child with disabilities, the district must follow the requirements of the Board policy JGDA/JGEA – Discipline of Disabled Students including those involving functional behavioral assessment, change of placement, manifestation determination and an interim alternative educational setting. Students may also be referred to law enforcement officials.

FLAG DISPLAYS AND SALUTES (Policy INDB)

A United States flag and an Oregon flag shall be displayed on or near each school building during school hours, except in unsuitable weather and at such other times as the board deems proper.

The district shall obtain and display a United States flag of an appropriate size for each classroom.

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

A flag salute may be implemented at assemblies, before or after school, at lunch, special events, homeroom class, athletic contests or at other times deemed appropriate by the principal. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

FREEDOM OF EXPRESSION (Policy IB)

The board seeks to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, and to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Freedom of expression, as defined by board policy, will be guaranteed to teachers to create a classroom atmosphere that allows students the opportunity to raise questions dealing with critical issues. The teacher is responsible for exercising judgment in selecting issues of educational value for discussion.

Students have a general right to freedom of expression within the school system. The district requires, however, that students exercise their rights fairly, responsibly and in a manner not disruptive to other individuals or to the educational process.

GRADE REDUCTION/CREDIT DENIAL (Policy IKAD)

Grade reduction or credit denial determination may include student attendance. Student attendance may not be a sole criterion. However, if attendance is a factor, prior to a grade reduction or credit denial, the following shall occur:

1. The teacher will identify how the attendance and class participation is related to the instructional goals of the subject or course;
2. Parents and students will be informed;
3. Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for non-attendance are considered and the grade is not reduced or credit denied based upon absences due to:
 - a. Religious reasons;
 - b. A student's disability; or
 - c. An excused absence, as determined by the district's policy.

HAZING/HARASSMENT/INTIMIDATION/MENACING/BULLYING/CYBERBULLYING/DATING VIOLENCE/DO MESTIC VIOLENCE - STUDENT (Policy JFCF)

The Board is committed to providing a positive and productive learning environment. Hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying by students, staff and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials. The principal and the superintendent are responsible for ensuring that this policy is implemented.

Definitions

“District” includes district facilities, district premises and non-district property if the student is at any district-sponsored, district approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

“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., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological wellbeing of the student and may be based on, but not limited to, the protected class of the person.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, and familial status, source of income or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property or equipment to violate this policy.

“Retaliation” means hazing, harassment, intimidation, menacing or bullying, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing, bullying, teen dating violence and acts of cyberbullying or retaliation.

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

Reporting

Principal or site supervisor will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the Principal/Site Supervisor who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the principal or site supervisor. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing, or an act of cyberbullying to the principal or site supervisor may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated, menaced or bullied, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encourage to immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the principal who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the district designee review the actions taken in the initial investigation, in accordance with district complaint procedures.

The district shall incorporate into existing training programs for students and staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying.

The district shall incorporate age-appropriate education about teen dating violence into the health curriculum for students in grade 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying.

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school and district's website, and school and district office.

Complaint procedures, as established by the district, shall be followed.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by the ODE.

HIV, AIDS, HBV AND HCV, HEALTH EDUCATION (Policy IGAEA)

The Board wants the schools to play an important role in reducing the fears about AIDS by educating students with current, factual information about the disease, i.e., how it attacks the body system and how it is (and is not) transmitted. AIDS is a deadly disease; there is no known cure or remedy. Until a cure is found, the board believes the best course of action is to attempt to contain or to reduce the spread of the disease by creating an informed public; one that is aware of the physiological and psychological aspects of the disease.

A curriculum shall be developed cooperatively by parents, teachers, school administrators, local health department staff, community representatives, and persons from the medical community who are knowledgeable of the latest scientific information.

The curriculum shall present current, accurate information to help students learn infection control for preventing the spread of the AIDS-causing virus and to assist them in making decisions about protecting their health and the health of others. The curriculum shall stress that abstinence is the best method for preventing the spread of the AIDS-causing virus. Information about HIV, Hepatitis B and Hepatitis C infections shall be included in the curriculum.

The board-adopted curriculum will be reviewed and updated biennially. The age-appropriate curriculum shall be taught annually in grades K-12.

The Elementary and Secondary Curriculum Directors will facilitate communication between the Oregon Health Division, Oregon Department of Education and teaching staff regarding this program.

The district shall make known to parents and district residents that the AIDS, (HIV and Hepatitis B and Hepatitis C) Health Education instructional materials used in class, in a course, assembly or school-sponsored activity are available for review.

Parents of minor students shall be notified in advance of any AIDS (HIV and Hepatitis B and Hepatitis C) health education instruction. The notice shall state an opportunity to review materials, no student shall be required to take or participate in the instruction and a written objection submitted to the district will excuse a student with no disciplinary consequences.

HUMAN SEXUALITY, AIDS/HIV, SEXUALLY TRANSMITTED DISEASES, HEALTH EDUCATION (Policy IGAI)

Each district shall provide an age-appropriate, comprehensive plan of instruction focusing on human sexuality, HIV/AIDS and sexually transmitted infections and disease prevention in elementary and secondary schools as an internal part of health education and other subjects.

Course material and instruction for all human sexuality education courses that discuss human sexuality shall enhance student's understanding of sexuality as a normal and healthy aspect of human development. In addition, the HIV/AIDS and sexually transmitted infections and disease prevention education and the human sexuality education comprehensive plan shall provide adequate instruction at least annually, for all students in grades 6-8 and at least twice during grades 9-12.

Parents, teachers, school administrators, local health department staff, other community representatives, and persons from the medical community who are knowledgeable of the latest scientific information and effective education strategies shall develop the plan of instruction and align it with the Oregon health Education Standards and Benchmarks.

Local school boards shall approve the plan of instruction and require that it be reviewed and updated biennially in accordance with new scientific information and effective educational strategies.

Parents of minor students shall be notified in advance of any human sexuality, AIDS/HIV district instruction. Any parent may request that his/her child be excused from that portion of the instructional program under the procedures set forth on ORS 336.035 (2).

The comprehensive plan of instruction shall include the following information that:

- a. Promotes abstinence for school-age youth and mutually monogamous relationships with an uninfected partner for adults;
- b. Allays those fears concerning HIV that are scientifically groundless;
- c. Is balanced and medically accurate;
- d. Provides balanced and accurate information and skills-based instruction on risks and benefits of contraceptives, condoms, and other disease reduction measures;
- e. Discusses responsible sexual behaviors and hygienic practices which may reduce or eliminate unintended pregnancy, exposure to HIV, hepatitis B/C and other sexually transmitted infections and diseases;
- f. Stresses the risks of behaviors through the sharing of needles or syringes for injecting illegal drugs, and controlled substances;
- g. Discusses the characteristics of the emotional, physical and psychological aspects of a healthy relationship and the benefits for delaying pregnancy beyond the adolescent years as a means to better ensure a future for parents and their children. The student shall be provided with statistics based on the latest medical information regarding both the health benefits and the possible side effects of all forms of contraceptives, including the success and failure rates for prevention of pregnancy, sexually transmitted infections and diseases;
- h. Stresses that HIV/STDs and Hepatitis B/C can be serious hazards of sexual contact;
- i. Provides students with information about Oregon laws that address young people's rights and responsibilities relating to childbearing and parenting;
- j. Advise students of laws pertaining to their financial responsibility for their children;
- k. Advise students of consequences of having sexual relations with persons younger than 18 years of age to whom they are not married;
- l. Encourages family communication and involvement and helps students learn to make responsible, respectful, and healthy decisions;
- m. Teaches that no form of sexual expression or behavior is acceptable when it physically or emotionally harms oneself or others and that it is wrong to take advantage of or exploit another person;
- n. Teaches it is wrong to take advantage of or exploit another person;

- o. Validates the importance of one's honesty, respect for each person's dignity and well-being, and responsibility for one's actions;
- p. Uses inclusive materials and strategies that recognizes different gender identities/orientations, gender identities and gender expression.

The comprehensive plan of instruction shall include emphasize skill-based instruction that:

1. Assists students to develop and practice effective communication skills, development of self-esteem and ability to resist peer pressure;
2. Provides students with the opportunity to learn about and personalize peer, media, technology, and community influences that both positively and negatively impact their attitudes and decisions related to healthy sexuality, relationships, and sexual behaviors including decisions to abstain from sexual intercourse;
3. Enhances students' ability to access valid health information and resources related to their sexual health;
4. Teaches how to develop and communicate sexual and reproductive boundaries;
5. Is research based, evidence based, or best practices; and
6. Aligns with the Oregon Health Education Contender Standards and Benchmarks.

All sexuality education programs emphasize that abstinence from sexual intercourse, when practiced consistently and correctly, are the only 100 percent effective method against unintended pregnancy, HIV infection, Hepatitis B/C infection, and other sexually transmitted infections and diseases.

Abstinence is to be stressed, but not to the exclusion of contraceptives and condoms for preventing unintended pregnancy, HIV infection, hepatitis B/C infection, and other sexually transmitted infections and diseases and hepatitis B/C. Such courses are to acknowledge the value of abstinence while not devaluing or ignoring those students who have had or are having sexual relationships. Further, sexuality education materials, including instructional strategies and activities must not, in any way use shame or fear-based tactics.

Materials and information shall be presented in a manner sensitive to the fact that there are students who have experienced, perpetrated, or witnessed sexual abuse and relationship violence-

IMMUNIZATION AND VISION SCREENING/EYE EXAMINATION (Policy JHCA/JHCB)

Proof of immunization must be presented prior to the time of initial enrollment in school or within 30 days of transfer to the district. If no proof of immunization or exemption is presented after 30 days from initial enrollment, the student will not be allowed to continue school attendance. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization or a religious, philosophical beliefs, and/or medical exemption.

All students participating in athletic programs are required to submit to the district a School Sports Pre-participation Examination form prior to the initial participation in a district athletic program. The form is to be completed and signed by a parent or guardian and physician giving permission for the student to participate.

A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation in extracurricular sports.

A student who continues to participate in extracurricular sports in grades 6 through 12 shall be required to complete a physical examination once every two years, thereafter.

Vision Screening or Eye Examination

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

1. The student has received a vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

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

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

INSTRUCTIONAL RESOURCES/INSTRUCTIONAL MATERIALS (Policy IIA)

The Board believes that proper care and judgment should be exercised in selecting basic instructional materials. While the Board retains the authority to approve district instructional materials adoptions, it authorizes the superintendent to develop and implement administrative procedures governing how selections are determined. Such procedures will provide for administrator, staff, parent, student and community involvement and employ suitable selection criteria to ensure that the recommended instructional materials will meet the needs of the program, students, teachers and community.

The district will review instructional materials in accordance with the State Board of Education adoption cycle. Each instructional program and basic instructional materials will be reviewed on a seven-year cycle and recommendations for appropriate instructional materials will be made.

Recommended instructional materials will be free of racial, national origin, religious, disability, age, marital status, gender or sexual orientation bias; contain appropriate readability levels; support the district's adopted curriculum content; provide ease of teacher use; be attractive and durable and be purchased at a reasonable cost.

All basic instructional materials recommended for adoption need to be approved for use by the Board. Prior to Board approval, parents, students and interested district patrons will have the opportunity to review the recommended instructional materials and be encouraged to provide opinions about them and their use in the classrooms.

All supplementary materials and library/media resources will be selected cooperatively by teachers, principals, librarians and sometimes with the assistance of students and parents. Recommended supplementary materials and library media resources will also be free of racial, national origin, religious, disability, age, marital status, sexual orientation or gender bias; contain appropriate readability levels; support the district's adopted curriculum content; provide for ease of teacher use; be attractive and durable and be purchased at a reasonable cost.

ELECTRONIC COMMUNICATIONS SYSTEM (Policy IIBGA-AR)

Internet access is available to students and staff in the Klamath Falls City Schools. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Klamath Falls City Schools has taken precautions to restrict access to controversial materials. However, absolute restrictions are not possible due to the nature of the Internet. Klamath Falls City Schools believes that the advantages of Internet use outweigh the disadvantages.

Smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Klamath Falls City Schools user violates any of these provisions, his/her account may be restricted or terminated and future access could possibly be denied.

Internet - Terms and Conditions

1. Acceptable Use – The use of your account must be in support of education and research and consistent with the educational objectives of the Klamath Falls City Schools. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is generally not acceptable.
2. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will deem what is inappropriate use and his/her decision is final. Also, the system administrator may close an account at any time as deemed necessary. The administration, faculty, and staff of Klamath Falls City Schools may request the system administrator to deny, revoke, or suspend specific user accounts.
3. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not get abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - c. Do not reveal your personal address or phone numbers of students or colleagues.
 - d. Do not use the network in such a way that you would disrupt the use of the network by other users.
4. Klamath Falls City Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Klamath Falls City Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Klamath Falls City Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. KFCS also assumes no financial responsibility.
 5. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual’s account. You are responsible for any activity on your account. Students are not permitted to use computers logged in with staff accounts. Attempts to logon to the network as a system administrator will result in cancellation of user privileges. Attempting to acquire other users’ passwords is strictly prohibited. Any user identified as a security risk or having a history of violating our or other computer systems may be denied access to the network.
 6. Vandalism - Vandalism is defined as any malicious attempt to harm or destroy the hardware, peripherals, server, or any other equipment associated with the network.
 7. Hacking - Hacking is defined as any malicious attempt to harm or destroy data of another user, Internet, or attempting to gain unauthorized access to any network resources. This includes, but not limited to, the uploading or creation of computer viruses.

MEDIA ACCESS TO STUDENTS (Policy JOD)

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with board policies and district goals.

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

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

Parents will be advised of this policy at the time of the student’s registration and each fall in the student/parent handbook.

NON-DISCRIMINATION

The Klamath Falls City School District does not discriminate on the basis of race, religion, color, national origin, disability, parental or marital status, sex, or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. Persons having questions about equal opportunity and nondiscrimination should contact Gerard Collins, Director of Curriculum and Instruction, at 883-4744.

Definitions:

- Title VI: no person shall be excluded from participation in any program or activity receiving Federal financial assistance on the basis of race, color, or national origin.
- Title IX: no person shall be excluded from participation in any program or activity receiving Federal financial assistance on the basis of sex.
- Section 504: no person shall be excluded from participation in any program or activity receiving Federal financial assistance on the basis of disability.
- Title II/ADA: no person shall be excluded from participation in any program or activity on the basis of disability by state and local governments.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA (Policy JFCEB)

Student possession or use of personal electronic devices on district property, such in district facilities during the school day and while the student is in attendance at district-sponsored activities, may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal and approved by the superintendent. While on district property, students will be required to comply with all guidelines contained in the District Internet Use Agreement.

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

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

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

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

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

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

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

Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of this policy. A referral to law enforcement officials may also be made. Personal electronic devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student’s parent or property owner, as appropriate.

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

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA (Policy JFCEB-AR)

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

1. Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules;
2. Unless as authorized in advance by the principal or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned off during instructional or class time. Personal electronic devices may be used during the student’s lunch break. They may not be used at any time in the proximity of any class, school activity or event that may be in session or in progress during those times;

3. Personal electronic devices which have the capability to take “photographs” or record video or audio shall not be used for such purposes while on district property or at-district-sponsored events unless as expressly authorized in advance by the principal or designee;
4. The district shall not be responsible for loss, theft or damage to personal electronic devices brought to district property or district-sponsored events;
5. Personal electronic devices, may be used as electronic study aids during the school day if provided as a part of a student’s individualized education plan (IEP), or if permission is received from the student’s teacher;
6. The use of personal electronic devices in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited;
7. The use of personal electronic devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited;
8. Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal concerning the appropriate use of personal electronic devices;
9. Personal electronic devices used in violation of law, Board policy, administrative regulation or approved school rules will be confiscated, turned in to the school office and returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate.;
10. Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the ~~posting~~ access is approved by a district representative.

PERSONALLY IDENTIFIABLE INFORMATION (Policy JOB)

Personally identifiable information includes, but is not limited to:

1. Student’s name, if excluded from directory information, as requested by the student/parent in writing;
2. Name of the student’s parent(s) or other family member;
3. Address of the student or student’s family, if excluded from directory information, as requested by the student/parent in writing;
4. Personal identifier such as the student’s social security number or student ID number or biometric record;
5. A list of personal characteristics that would make the student’s identity easily traceable such as student’s date of birth, place of birth, and mother’s maiden name;
6. Other information that would make the student’s identity easily traceable;
7. Other information requested by a person who the district reasonable believes knows the identity of the student to whom the education record relates.

Prior Consent to Release

Personally identifiable information will not be released without prior signed and dated consent of the parent, student 18 years or older or emancipated.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent or eligible student, the district will provide a copy of the disclosed record.

Exceptions to Prior Consent

The district may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the district who have legitimate educational interests;
2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services;
3. To personnel of another school, another district or institution of postsecondary education where the student seeks or intends to enroll;
4. To personnel connected with an audit or evaluation of federal or state education programs or the enforcement of or compliance with federal or state legal requirements of the district;
5. To personnel determining a financial aid request for the student;
6. To personnel conducting studies for or on behalf of the district;
7. To personnel in accrediting organizations fulfilling accrediting functions;
8. To comply with a judicial order or lawfully issued subpoena;
9. For health or safety emergency;
10. By request of a parent of a student who is not 18 years of age;
11. By request of a student who is 18 years of age or older or emancipated;

12. Because information has been identified as “directory information;”
13. To the courts when legal action is initiative;
14. To a court and state and local juvenile justice agencies;
15. A judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
16. To a caseworker or other representative of a state or local child welfare agency or tribal organization that is legally responsible for the care and protection of the student including educational stability of children in foster care.

PUBLIC COMPLAINTS (Policy KL)

Members of the public, staff and students are encouraged to make their concerns known to the district and to afford the district an opportunity to review those concerns and respond to them.

Complaints about instructional materials, staff members or alleged violation of state standards should be dealt with first at the local school. Complaints about Board policy or administrative regulations should be referred directly to the superintendent.

If the person(s) having a complaint fails to resolve the concern-after following appropriate channels, the person may request that the matter be referred to the Board. If the Board deems it advisable, they may provide for a hearing of the complaint at an official meeting of the Board.

Complaints are handled and resolved as close to their origin as possible.

Although no community member will be denied the right to petition the Board for redress of a grievance, complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations.

The Board advises the public that the proper channeling of complaints is:

1. Staff member;
2. Building administrator or district department director (if applicable);
3. Superintendent;
4. Board.

While speakers may during public meetings offer objective criticism of school operations and programs, the Board will not hear complaints concerning district personnel nor against any person connected with the school system. To do so could expose the Board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The Board chairman will direct the patron to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

The superintendent shall develop-regulations designed to encourage the timely resolution of public complaints while providing a system of review which will allow both the complainant and the district an opportunity to be heard.

PUBLIC COMPLAINT PROCEDURE (Policy KL-AR)

The following procedure will be used for all complaints:

1. A student, parent, or staff member with a complaint shall generally first present it orally and informally to the teacher or the appropriate school employee;
2. If the complaint is not resolved, the complainant may formally present the complaint to the appropriate administrator (school level or the district department director). The complaint must be submitted in writing (including all supporting statements and evidence) within 5 school days of the informal conference. The building administrator or district department director shall evaluate the evidence and render a written decision within 10 district office business days after receiving the appeal. The request for a meeting with the investigating administrator/department director may be included in the complaint. Such requests will not be unreasonably denied.
3. If the complainant is dissatisfied with the decision reached by the building administrator or district department director, he/she may, within 5 working days from the date of the building administrator's or district department director's written decision, file a

written complaint with the superintendent or his/her designee through the Human Resource Office. The superintendent or his/her designee shall evaluate the evidence and render a written decision within 10 working days after receiving the appeal. A request for a meeting with the superintendent or his/her designee may be included in the complaint. Such requests will not be unreasonably denied.

4. If the complainant is dissatisfied with the decision of the superintendent, he/she may within 5 working days from the date of the superintendent/designee's written decision, file a written, signed complaint with the Board of Directors in care of the superintendent and request a review by the Board. The Board may hold a hearing to review the findings and conclusion of the superintendent/designee, to hear the complaint, and to take such other evidence as it deems appropriate. Generally, all parties involved, including the school administration, will be asked to attend such meeting for the purposes of making further explanations and clarifying the issues.

Time

The number of days given at each level shall be regarded as a maximum and every effort will be made to expedite the process, unless extenuating circumstances require the superintendent to extend the length of the investigation

Withdrawal

A complaint may be withdrawn by the complainant at any level or at any time without prejudice or reprisal.

Meetings and Decisions

At each of the three lower levels of administrative review (i.e., staff member, administrator/department director, and superintendent) the decision-maker may schedule a meeting with the complainant to receive oral commentary in order to clarify the written submissions. All decisions at each level shall be in writing and include supporting rationale with the exception of the initial informal contact. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

SCHOOL BUS SAFETY PROGRAM (Policy EEAC)

The superintendent and/or the transportation supervisor will ensure instruction for all students in school bus safety and emergency evacuation procedures is provided. Drivers shall assist in the instruction.

Students who are regularly transported by the district shall receive the following instruction within the first six weeks of each half of the school year:

1. Safe school bus riding procedures, including but not limited to loading, unloading, crossing etc.;
2. Use of emergency exits; and
3. Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.

Students who are not regularly transported by the district will be given the following instruction at least once in the first half of each school year:

1. Safe school bus riding procedures; and
2. Use of emergency exits.

The district will document and maintain records of the content and dates of instruction.

Buses will not exceed vehicle design capacity for seating at any time unless an unforeseen or unusual circumstance arises. Passengers will be provided a seat that fully supports them. A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Department of Transportation under ORS 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until four feet nine inches or age eight and the adult belt properly fits¹. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215 vehicles used for student transportation in excess of 10,000 pounds are exempt from this requirement unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

During adverse weather conditions, the superintendent may alter bus schedules or temporarily suspend bus services. The superintendent or his/her designee will advise local radio stations and other media of any changes in bus schedules or services. In the case of emergency or disaster, evacuation of students will be carried out according to the district's emergency plan. An accident review board will study accidents involving district buses and will make recommendations to avoid similar accidents.

1 "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

SECRET SOCIETIES/GANG ACTIVITY (Policy JFCE/JFCEA)

The board has determined that the presence of gangs, secret societies and their activities can cause a substantial disruption of or material interferences with school and school activities. No secret society of any kind, including a fraternity or sorority, will be permitted in any public school. The board may order the suspension or expulsion of any student who belongs to a secret society or gang.

"Gang" means a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity. By this policy, the board acts to prohibit existence of gangs and gang activities.

No student on or about district property or at any district activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang;
2. Shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang;
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. Soliciting others for membership in any gangs;
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - c. Committing any other illegal act or other violation of school district policies;
 - d. Inciting other students to act with physical violence upon any other person.

After consulting with parents, teachers, students, local community and state agencies, the district will develop a comprehensive program that addresses gang involvement and related violent activities. The comprehensive program will be coordinated with the district's drug and alcohol health education plan.

Gang Prevention and Intervention Program

The district will develop a plan to include:

1. An assessment of the nature and extent of gang involvement, violent activities and drug abuse by students in the district;
2. An assessment of the impact of the gang involvement, violent activities and drug abuse on attendance and educational achievement by students of the district;
3. A summary of the extent and type of needs to reduce gang involvement, violent activities and drug abuse by the students which shall minimally include:
 - a. Strategies to reduce drug activities, violent activities and drug abuse;
 - b. Methods to communicate conflict resolution skills for staff and students;
 - c. Strategies to keep staff, students, parents and the public informed about the district's comprehensive gang prevention and intervention policy and related activities.

SEXUAL HARASSMENT (Policy JBA/GBN)

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events. "District" includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the

district or where the employee is engaged in district business. The prohibition also includes off-duty conduct, which is incompatible with district job responsibilities

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff; or
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the complainant view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age, sex and conduct of the complainant; whether the alleged harasser was in a position of power over the person subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment in the district involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent and staff handbooks. The district's policy shall be posted in all schools. Such posting shall be by a sign of at least 8 ½" by 11".

The superintendent will establish a process of reporting incidents of sexual harassment.

SEXUAL HARASSMENT COMPLAINT PROCEDURE (JBA/GBN-AR)

Principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

- Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- Step 2 The district official receiving the information or complaint shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. The date and details of notification to the complainant, 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 2, 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 2 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 3, he/she may submit a written appeal to the board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The board shall, within 20 working days, conduct a hearing at which time the 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.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under OAR Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the board chair.

STUDENT ABSENCES AND EXCUSES (Policy JED)

The board considers regular school attendance essential for educational success. All students are expected to attend school as required by law and by board policy.

The school principal will be responsible for assessing and acting upon parental requests for students to be excused. 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. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence;
6. Medical and/or dental appointments - confirmation of appointments may be required.

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

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

A student who is excused must still fulfill the school's requirements.

STUDENT BICYCLE USE (Policy JHFC)

Students who live within a reasonable distance may ride bicycles to school. Bicycle riders must observe safe and lawful practices.

Bicycles must be parked in a designated area on school grounds and should be locked. The district assumes no responsibility or liability for loss or damage to bicycles.

STUDENT CONDUCT (Policy JFC)

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner during the school day or during school-sponsored activities. This conduct applies to students en route to and from school and to school-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions, and maintain a productive learning environment.

A student handbook, code of conduct or other document shall be developed by district administration, in cooperation with staff, and will be made available and distributed to parents, students and employees outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). In addition, each school in the district shall publish a student/parent handbook detailing additional rules specific to that school.

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Additionally, students may be denied participation in extracurricular activities. Titles and/or privileges granted to students may also be revoked (e.g. valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, graduation ceremonies, etc.). A referral to law enforcement may also be made.

The district will annually record and report expulsion data for conduct violations as required by the Oregon Department of Education.

STUDENT DRESS AND GROOMING (Policy JFCA)

Responsibility for dress and grooming rests primarily with students and their parents. However, the district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students; and
3. Dress of an embarrassing or sexually offensive nature.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards approved by the superintendent and may be denied the opportunity to participate if those standards are not met.

STUDENT FEES, FINES, AND CHARGES (Policy JN)

The board recognizes the need for student fees to fund certain school activities which are not sufficiently funded by the district.

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

No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment.

All student fees and charges, both optional and required, will be listed and described annually in the student/parent handbook, or in some other written form, and distributed to each student. Students will be advised of the due dates for such fees and charges as well as possible penalties for failure to pay them.

In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid. Documents withheld will be released upon payment of the debt.

The district may waive all or a portion of the debt if one of the following conditions is met:

1. The school district determines that the student or the parent or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to notify the student and his/her parents would cost more than the potential total debt collected relating to the notice; or
4. There are mitigating circumstances as determined by the superintendent of the school district that preclude the collection of the debt.

If the debt exceeds \$50, the district may send the debt to a collection agency for collection. Prior to sending the debt to a collection agency, the district must give written or oral notice to the student and to the parent or guardian of the student.

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

Prior to collection of debts, the superintendent or designee will ensure that notice has been provided as required by ORS 339.260 and 339.270.

STUDENT ORGANIZATIONS (Policy IGDA)

Student organizations will be encouraged when they meet the criteria of contributing to learning. Such organizations will operate within the framework of the law, board policy, administrative rules and the parameters of the learning program. When such organizations contribute to the learning environment, their establishment and operation will be facilitated by district staff and through the use of district resources.

The building principal will develop general guidelines for student organizations consistent with district policies and procedures. Among other provisions, such guidelines will require the assignment of at least one faculty advisor to each student organization.

Voluntary student-organized clubs not directly related to the instructional program may meet on school premises during non-instructional time pursuant to the provisions of the Equal Access Act and to the terms of this policy.

Equal Access

Voluntary student groups not directly related to the instructional program may meet in the school building between the hours of 7:30 a.m. and 4:00 p.m. during non-instructional time under the following conditions:

1. The meeting is voluntary and student initiated;
2. No outside school person can be in regular attendance or control or direct activities of the organization; and that person must schedule his appearance in the building with the principal;
3. Student groups must request the use of a specific classroom on a building use form.

Adults meeting with student groups must comply with paragraphs 1 and 2 above.

Student groups, with the specific approval of the building principal, may use bulletin boards or the daily bulletin for announcements regarding specific youth groups.

STUDENT RIGHTS AND RESPONSIBILITIES (Policy JF/JFA)

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

Among these student rights and responsibilities are the following:

1. Civil rights – including the rights 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, expulsions, 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 privacy, which includes privacy in respect to the student's school records.

Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior.

Students' rights and responsibilities, including standards of conduct, will be made available to students their parents, and employees through information distributed annually.

STUDENT SEARCHES (Policy JFG)

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

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

1. The district official shall have individualized, "reasonable suspicion" based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Routine inspections of district property assigned to students may be conducted at any time. Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent or designee. District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district. Law enforcement searches ordinarily shall be based ~~on~~ upon a warrant. District officials will attempt to notify the student's parent(s) in advance and will be present for all such searches, whenever possible.

The superintendent shall develop an administrative regulation for implementing this policy in a manner which protects students' rights and provides a safe learning environment without unreasonable interference. Provisions for staff, student and parent notice of the Board's policy and accompanying regulation shall be included.

STUDENT SEARCHES (Policy JFG-AR)

1. Definitions
 - a. "Reasonable suspicion is based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses a risk of immediate and serious harm to the student, school officials and/or others at the school. The official's knowledge may be based upon relevant past experience of the official, observation by the official and/or credible information from another person.

- (1) "Past experience" may provide the district official with information relevant to the violation as well as information which enables the official to evaluate the credibility of information from another person.
 - (2) "Credible information from another person" may include information which the district official reasonably believes to be true provided by another district employee, a student, law enforcement or other government official or some other person.
- b. "Reasonable in scope" means that the manner and extent of the search are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and limited to the particular student or students most likely to be involved in the infraction and the area(s) which could contain the item(s) sought, and not excessively intrusive in light of the student's age, sex, maturity and the nature of the infraction.
2. Routine Inspection of District Property Assigned to Students
- a. Lockers, desks and other storage areas provided by the school and assigned to a particular student(s) are the property of the district, remain in the possession of the district and are under the control of the building principal. Students have no expectation of privacy regarding these items/areas.
 - b. Students may use district-owned storage areas for the limited purpose of temporarily keeping items needed for attendance and participation in school instructional and activity programs only. No other purpose is permitted.
 - c. Students shall be provided notification that district-owned storage areas assigned to students are subject to routine inspection without prior notice for the following reasons:
 - (1) Ensure that no item which is prohibited on district premises is present;
 - (2) Ensure maintenance of proper sanitation;
 - (3) Ensure mechanical condition and safety;
 - (4) Reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district.
3. Voluntary Consent
- When a district official has the requisite justification to search either a particular district-owned storage area assigned to a student, or the clothing or the personal property of a student, the official has the option of making a search or asking the student to voluntarily provide the item(s) sought. Before making a search, the official should ordinarily ask for the student's voluntary consent by requesting the student to empty the contents of the storage area, clothing or personal property. If the student refuses consent for his/her personal property the official may elect to contact the student's parents-to obtain consent for the search of personal property.
4. Search Procedures
- a. With the requisite justification, a school official may search an individual student, a district-owned storage area assigned to a student or the personal property of a student. Personal property of a student includes, but is not limited to, wallets, purses, lunch boxes/sacks, book bag, backpack or other containers used to carry belongings.
 - b. All searches of a student or a student's personal property shall be based on the required reasonable suspicion/risk of immediate and serious harm and shall be reasonable in scope. A "strip search," requiring a student to remove clothing down to the student's underwear or including underwear is prohibited by the district.
 - c. Searches will generally be conducted by a building administrator or by other school personnel only as authorized by the building administrator. In certain circumstances a building administrator may be assisted by a law enforcement official(s).
 - d. The student will generally be permitted to be present during a search of a district-owned storage area assigned to the student or during a search of the student's personal property. The student's presence is not required, however.
 - e. Search of a student's clothing will be limited to the student's "outer clothing" only. "Outer clothing" means the student's coat, jacket or other such outerwear garments worn by a student. A search of the clothing may include the search of a container inside the clothing, provided that the container is of a size and shape to hold the object of the search.
 - f. Searches of a student's outer clothing will be conducted by a district official of the same sex as the student.
 - g. Where the object of the search may be felt by a "pat down" of clothing or personal property, the district official may first pat the clothing or property in an attempt to locate the object before searching inside the clothing or property.
 - h. Searches will be conducted in privacy, out of the view of other students, staff and others and in the presence of an adult witness of the same sex as the student, whenever possible.
 - i. Any item removed from the student as a result of the above procedures which is not evidence of a violation of a law, Board policy, administrative regulation or school rule may be returned to the student, as appropriate.

5. Other Searchesⁱ

- a. Student vehicles may be parked on district property on the condition that the student and his/her parent(s) allows the vehicle and its contents, upon reasonable suspicion/risk of immediate serious harm, to be examined. If a student or parent(s) refuses to allow access to a vehicle when requested under the circumstances described above, the student's privilege of bringing a vehicle onto district property may be terminated for the remainder of the school year. Law enforcement officials may be notified.
- b. Metal detectors, including walk-through and hand-held devices, may be used when the superintendent determines that there is a need for such detectors based upon reasonable information of a history of:
 - (1) Weapons or dangerous objects found at school, on district property, at a school function or in the vicinity of the school; or
 - (2) Incidents of violence involving weapons at a school, on district property, at a school function or in the vicinity of the school. Upon positive detection, a student will be asked to voluntarily remove the metal item. If the student refuses consent, the student will be held (will not be allowed further entrance into the building) and any personal property will be seized and secured while the parent(s) and law enforcement officials are summoned.
- c. Drug-detection dogs may be used when the superintendent or designee determines that there is a need for use of such dogs based upon reasonable information of a history of:
 - (1) Drugs and/or drug paraphernalia use/possession at school, on district property, at a school function or in the vicinity of the school; or
 - (2) Incidents of violence or health emergencies involving drugs and/or drug paraphernalia at a school, on district property, at a school function or in the vicinity of the school. After such need has been determined, drug-detection dogs may be used to sniff out contraband in district-owned storage areas or in student vehicles parked on district property upon reasonable suspicion to believe that contraband is in the area or vehicle. Drug-detection dogs may be used for general searches of school property.
- d. Body fluid searches of students for the presence of alcohol or drugs are prohibited by the district unless specifically authorized by the Board as part of its athlete drug-testing program.
- e. The district may deploy Breathalyzer devices at extracurricular events and activities. Students may be subject to testing procedures as a prerequisite to attending the event/activity. If a student refuses testing, he/she will be detained and parents will be contacted to come and take the student home.

6. Discipline

- a. Possession or use of unauthorized, illegal, unhealthy or unsafe materials will result in the following:
 - (1) Seizure of the material:
 - (a) Property, the possession of which is a violation of law, Board policy, administrative regulation or school rule will be returned to the parent or, if also a violation of law, turned over to law enforcement officials or destroyed by the district as deemed appropriate by the building principal;
 - (b) Stolen property will be returned to its rightful owner;
 - (c) Unclaimed property may be disposed of in accordance with Board policy [DN -Disposal of District Property].
 - (2) Discipline up to and including expulsion and notification given to law enforcement officials as appropriate or as otherwise required by law or Board policy.

7. Documentation

- a. Building administrators shall document all searches.
- b. Documentation shall consist of the following:
 - (1) Name, age and sex of student;
 - (2) Time and location of search;
 - (3) Justification for search and nature of the reasonable suspicion/risk of immediate and serious harm;
 - (4) Description of the object(s) of the search;
 - (5) Type/Scope of search (areas/items searched);
 - (6) Results of search, prohibited material(s) found, disposition of the material(s) seized and discipline imposed;
 - (7) Name of the witness to the search;
 - (8) Name of the district official conducting the search;
 - (9) Contacts with law enforcement and name/position of the contact(s).
- c. Documentation will be maintained as a part of the student's education records and retained in accordance with applicable Oregon Administrative Rules governing records' retention.

ⁱ Consult with legal counsel prior to implementing procedures in this section, modifying as appropriate to meet local needs.

8. Notice

Notice of the Board's policy and this administrative regulation will be provided to staff, students and their parent(s) annually, through such means as staff and student/parent handbooks.

9. Cooperation with Law Enforcement Officials

a. Building administrators will meet with law enforcement officials annually to review:

- (1) Official contact protocols;
- (2) Applicable Board policies and administrative regulations;
- (3) Circumstances in which the district will generally be requesting local law enforcement involvement in student searches and suspected crimes;
- (4) Handling searches and evidence when involving law enforcement officials.

Interrogationsⁱⁱ

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, when possible:

1. The principal (or a designee of the principal) will call the parent prior to the interrogation and give the parents 20 minutes to come to the school. If the parent cannot be reached by telephone and/or does not wish to be present at the interrogation, the principal or his designee (if parent is not in the interrogation) will be present during the interrogation.
2. Under certain circumstances, a school administrator, in cooperation with law enforcement personnel, may elect not to call the students' parents prior to the interrogation.
3. In the event the law enforcement officials desire to remove the student from school, a determined effort will be made to notify the parents of such action, before the student departs the school. In suspected child abuse cases, Department of Human Services (DHS) and law enforcement officials may exclude school personnel from investigation procedures and may prohibit school personnel from contacting the parents. The principal or his/her designee should request to be present during the interview, and consult with DHS personnel to determine the best procedure to notify the student's parents regarding the interview.

If custody or arrest is involved, the principal will request that all procedural safeguards prescribed by law be observed by law enforcement officials. An administrator shall not let a police officer or official from DHS take a student from a school building without a court order, an arrest, protective custody of DHS, or permission of the parent or guardian.

STUDENT SKATEBOARD/ROLLERBLADE/SCOOTER USE (Policy JHFCA)

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards/rollerblades/scooters or similar devices on district grounds is not allowed. However, if students do use skateboards as a means of transportation to school, they will be allowed to store their skateboard in one of the skateboard racks that are in place at the district schools. As previously mentioned students will not be allowed to use skateboards while on school grounds and will dismount and carry their skateboard to the skateboard rack for proper storage. If participants use skateboards/rollerblades/scooters on school grounds, they will be confiscated by school authorities and placed in the principal's office for parents to retrieve.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES (Policy EEAE-AR)

Procedures for Student Transportation in Private Vehicles

1. Field trips or school-sponsored activities requiring the use of private vehicles within Klamath County, not to include Crater Lake, may be approved by the building principal. Prior to departure, the adult driving the automobile must sign a proof of insurance form verifying automobile liability insurance that meets the State of Oregon requirements and provide physical proof of insurance. The form will be kept in the building principal's office;
2. Field trips or school-sponsored activities requiring the use of private vehicles that are outside Klamath County and Crater Lake, must be approved by the building principal or designee. Prior to departure, the adult driving the automobile must sign a proof of insurance form verifying automobile liability insurance that meets the State of Oregon requirements and provide physical proof of insurance. This form needs to be on file with the business manager's office prior to departure;

ⁱⁱ Interrogation is the questioning of a pre-arrest suspect. Interview is the gathering of facts and information regarding a crime or infraction. Interviewing of students by law enforcement personnel is allowable without having to call parents.

3. Parents transporting their student following an athletic event, music trip or other school-sponsored activity, must notify the building principal or designee prior to leaving the event;
4. Students returning from athletic events, music trips or other school-sponsored activities with another student's parent must provide a written parental request and receive approval from the building principal prior to the activity. The adult driving the automobile must sign a proof of insurance form verifying automobile liability insurance that meets the State of Oregon requirements and provide physical proof of insurance. The form will be kept in the building principal's office;
5. High school students may use private vehicles to travel to or from field trips or school-sponsored activities within the Klamath Union district boundaries and to Mazama High School and Henley High School in accordance with procedures established by the district;
6. Exceptions to the procedures outlined may be granted by permission of the superintendent.

STUDENTS WITH DISABILITIES (Policy IGBA)

The district implements an ongoing system to locate, identify and evaluate all children birth to age 21 residing within its jurisdiction that have disabilities and need early intervention, early childhood special education or special education services. For preschool children the district is responsible for the evaluation(s) used to determine eligibility; the designated referral and the Klamath Falls City Schools is responsible for determining the eligibility of children for EI/ECSE services in accordance with OAR 581-015-2100. The district identifies all children with disabilities, regardless of the severity of their disabilities, including those who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the state;
3. Indian preschool children living on reservations;
4. Suspected of having a disability even though they have not failed, been retained in a course or a grade, and are advancing from grade to grade;
5. Home schooled;
6. Resident and nonresident students, including residents of other states, attending private (religious or secular) school located within the boundaries of the district;
7. Attending a district charter school
8. Below the age of compulsory school attendance; or
9. Above the age of compulsory school attendance that have not graduated from high school with a regular diploma and have not completed the school year in which they reach their 21st birthday.

The district determined residency in accordance with ORS Chapter 339 and, for the purposes of charter school students with disabilities, in accordance with ORS Chapter 338 and ORS Chapter 339. The district enrolls all students who are five by September 1 of the school year. Students with disabilities are eligible to enroll in the district through the school year in which they reach the age of 21 if they have not graduated with a regular diploma.

The district shall annually submit data to the Oregon Department of Education regarding the number of resident students with disabilities who have been identified, located and evaluated and are receiving special education and related services. The district conducts an annual count of the total number of private school children attending private schools located within the boundaries of the district, and a count of all children with disabilities attending private schools located within the boundaries of the district, in accordance with OAR 581-015-2465. The district reports any additional data to ODE required by the ODE to meet the requirements of federal or state law and the applicable reporting dates.

SUBSTANCE/DRUG ABUSE (Policy JFCI)

The district prohibits the sale or distribution, use and/or possession of all controlled substances by students using school facilities to include all buildings, grounds, and vehicles for which the district has jurisdiction. This policy will be in effect 24 hours per day and is meant to include all school activities whether on school grounds or not. A controlled substance is any drug as defined by the Controlled Substances Act including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). As used in this policy, unlawful drug also means possession, use, sale, or supply of prescription and nonprescription drugs in violation of board policy JHCD - Administering Noninjectable Medicines to Students and any accompanying administrative regulations.

Students found in possession of any controlled substance and/or related drug paraphernalia will have such items confiscated and turned over to appropriate authorities. Drug paraphernalia is any equipment, products and materials of any kind which are marketed for the use or designed for the use in manufacturing, compounding, producing, processing, preparing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise inducing a controlled substance or intoxicant into the human body.

Possession of controlled substances, as it applies to students, shall be defined as the acceptance or ingestion by swallowing, inhaling, or injecting into a person's body a controlled substance. This means students may not accept controlled substances or ingest controlled substances and then return to district property or district activities while a detectable level of said substances remain in their body.

Violation of this policy will result in the immediate suspension with a possible recommendation for expulsion from school for at least the remainder of the current semester. An attempt will be made to notify parents or guardians and the student may be referred to the proper law enforcement agencies.

If possession or use occurred near or on school grounds, disciplinary action may include removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, graduation ceremonies and activities, etc.).

SUSPENSION (Policy JGD)

The board authorizes student suspension for one or more of the following reasons:

1. Violation of school regulations;
2. Conduct which materially and substantially disrupts the rights of others to an education;
3. Conduct which endangers the student, other students, or staff members;
4. Conduct which endangers district property.

Students and parents are given notice of possible discipline actions resulting from student misconduct that may result in suspension in the Student/Parent Handbook and Code of Conduct made available by the district.

Each suspension will include a statement of the reasons for suspension, the length of the suspension, a plan for readmission, and may include a plan for the student to make up school work. No suspension shall extend beyond 10 school days. The district may require a student to attend school during non-school hours as an alternative to suspension. Every reasonable and prompt effort must be made to notify the parents of suspended students.

Students who are suspended from school may not attend after-school activities and athletic events, be present on district property without a parent, or participate in activities directed or sponsored by the district.

Suspension may be appealed to the Board.

THREATS OF VIOLENCE (Policy JFCM)

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property shall not be tolerated on district property or at activities under the jurisdiction of the district.

Students shall be instructed of the responsibility to inform a teacher, counselor, or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the district. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence he/she has knowledge of, has witnessed or received. All reports will be promptly investigated.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing, or using a weapon or destructive device as prohibited by state and federal law and board policy.

The building principal shall, in determining appropriate disciplinary action, consider:

1. Immediately removing from the classroom setting any student who has threatened to injure another person or to severely damage school property;
2. Placing the student in a setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or others;
3. Requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom setting.

The building principal shall ensure notification is provided to:

1. The parent of any student in violation of this policy and the disciplinary action imposed;
2. The parent of a student when the student's name appears on a targeted list that threatens violence or harm to the students on the list or when threats of violence or harm to the student are made by another student;
3. Any school employee whose name appears on a targeted list threatening violence or harm to the district employee and when threats of violence or harm are made by a student or others.

Notification to the above shall be attempted by telephone or in person within 12 hours of discovery of a targeted list or learning of a threat. Regardless, a written follow-up notification shall be sent within 24 hours of discovery of a targeted list or learning of a threat.

The principal will provide necessary information regarding threats of violence to law enforcement, child protective services and health-care professionals in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. Additionally, he/she may provide such information to other school officials, including teachers, within the district or other districts who have a legitimate educational interest in the student(s) consistent with state and federal education records laws and district policies.

The district may enter into contracts with licensed mental health professionals to perform student evaluations. Funds for evaluations or other disciplinary options as may be required by law and this policy shall be provided by the district.

PROHIBITED USE, POSSESSION, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS (Policy JFCG/KGC/GBK)

The board recognizes its responsibility to promote the health, welfare, and safety of students, staff, and others on district property and at school-sponsored activities.

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

Use, distribution or sale of tobacco products or inhalant delivery systems by staff on district property, including parking lots, at district sponsored events, in district owned, rented or leased vehicles or otherwise while on duty on or off district premises is prohibited. Use, distribution or sale of tobacco products or inhalant delivery systems by others on district property, in district vehicles or at district sponsored events on or off district premises, on all district grounds, including parking lots, is prohibited. Staff and/or all others authorized to use any private vehicles to transport district students to school-sponsored activities are prohibited from using tobacco products or inhalant delivery systems in those vehicles while students are under their care.

For the purposes of this policy, "tobacco products" is defined, to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, or snuff, in any form. This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

For the purpose of this policy, "inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device or a component or a device; or a substance in any form sold for the purpose of being vaporized or aerosolized by a device whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

Clothing, bags, hats and other personal items used by staff and students to display, promote or advertise tobacco or inhalant delivery system products are prohibited on all district grounds, including parking lots, at school-sponsored activities or in district vehicles. Advertising is prohibited in all school-sponsored publications in all school buildings, on district grounds, including parking lots, and at all school-sponsored events. District acceptance of gifts or funds from the tobacco products and inhalant delivery system industries is similarly prohibited.

Student violations of this policy will lead to disciplinary action up to and including expulsion. Students may also be subject to removal from any or all extracurricular activities and/or denial or forfeiture of school honors or privileges (e.g., valedictorian, salutatorian,

student body, class or club office positions, field trips, senior trip, prom, etc.). School and/or community service may be required. A referral to law enforcement may be made. Parents shall be notified of all violations involving their student and action taken by the school.

When considering disciplinary action for a child with disabilities, the district must follow the requirements of Board policy JGDA/JGEA - Discipline of Students with Disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination and an interim alternative educational setting.

Staff violations of this policy will lead to disciplinary action up to and including dismissal.

Violations by others will result in appropriate sanctions as determined and imposed by the superintendent or the Board.

Information about community resources and/or cessation programs to help staff and students will be provided.

The district will promote cessation resources and other positive alternatives to discipline. Tobacco use cessation programs may be established at district schools. Attendance or completion of tobacco use cessation programs by students may be allowed as a substitute to, or as a part of student discipline for possession, use, distribution or sale of tobacco products or inhalant delivery systems at the discretion of the building principal. Attendance at cessation programs not offered by the district is voluntary and related costs are the individual responsibility of the staff member, student and his/her parent and private health-care system.

As part of the district's tobacco use prevention activities, the superintendent shall ensure that tobacco use instructional programs as recommended by the Oregon Department of Human Services, Health Services, Tobacco Prevention and Education Program and the Oregon Department of Education are an integral part of its drug and alcohol prevention curriculum. Programs must be integrated within the health education program and age- and developmentally appropriate instruction provided at every level, pre-kindergarten through grade 12, with particular emphasis on grades six through eight. It is the expectation of the Board that tobacco use prevention concepts will be integrated into the instruction of other subject areas as practicable.

Staff responsible for teaching prevention will be encouraged to collaborate with agencies and groups that conduct prevention education and to participate in ongoing professional development activities that provide basic knowledge about the effects of use of tobacco products, effective instructional techniques and program-specific activities.

The superintendent shall consult with local officials to promote enforcement of law that prohibits the use or possession of tobacco products or inhalant delivery systems by minors on or off district grounds. The superintendent will develop administrative regulations as necessary to implement this policy, including provisions for notification of the district's policy, through such means as student/parent and staff handbooks, newsletters, inclusion on school event programs, signs at appropriate locations; disciplinary consequences; and procedures for filing and handling complaints about violations of the district's policy.

The superintendent shall ensure that the district's prevention program, policies, curricula, training and cessation programs are evaluated at regular intervals. The input of students, staff, parents and others from the community will be encouraged.

TRUANCY (Policy JEDA)

The district believes irregular attendance is one of the factors associated with student failure and frustration with the school experience. A fundamental purpose for insisting on punctual, regular school attendance is to help each student develop habits of responsibility.

With these beliefs in mind, the district will develop procedures that foster a partnership with parents in the early detection of truancy, related counseling, and appropriate consequences. These procedures will be published annually for students and parents.

Truancy is defined as absence from school without permission.

USE OF RESTRAINT AND SECLUSION (Policy JGAB)

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. It is the intent of the Board to establish a policy that defines the circumstances that must exist and the requirements that must be met prior to, during and after the use of restraint and/or seclusion as an intervention with district students.

Definitions

1. "Physical restraint" means the restriction of a student's movement by one or more persons holding the student or applying physical pressure upon the student. "Physical restraint" does not include touching or holding a student without the use of force for the purpose of directing the student or assisting the student in completing a task or activity. The definition of "physical restraint" does not include the use of mechanical, chemical or prone restraint of a student as these methods are prohibited by Oregon law.
2. "Seclusion" means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control, in a setting from which the student is not physically prevented from leaving.
3. "Serious bodily injury" means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
4. "Mechanical restraint" means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.
"Mechanical restraint" does not include:
 - a. A protective or stabilizing device ordered by a licensed physician; or
 - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
5. "Chemical restraint" means a drug or medication that is used on a student to control behavior or restrict freedom of movement that has not been prescribed by a licensed health professional or other qualified health care professional acting under the professional's scope of practice.
6. "Prone restraint" means a restraint in which a student is held face down on the floor.

The use of physical restraint and/or seclusion is only permitted as a part of a behavioral support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to the student or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in OAR 581-021-0568.

The district shall utilize the Non-Violent Crisis Prevention and Intervention (NVCP) or Safety First Crisis Intervention training program of physical restraints and seclusion for use in the district. As required by state regulation, the selected program shall include: behavioral support, prevention, de-escalation and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and/or seclusion.

An annual review of the use of physical restraint and seclusion during the preceding school year shall be completed and submitted to the Superintendent of Public Instruction to ensure compliance with district policies and procedures. The results of the annual review shall be documented and shall include at a minimum:

1. The total number of incidents of physical restraint;
2. The total number of incidents of seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in physical restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or personnel as a result of the use of physical restraint or seclusion;
7. The total number of students placed in physical restraint and/or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the district to decrease the use of physical restraint and seclusion for each student;
8. The total number of physical restraint and seclusion incidents carried out by untrained individuals;
9. The demographic characteristics of all students upon whom physical restraint and/or seclusion was imposed;

10. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

This report shall be made available to the Board and to the public at the special education office and on the district's website. At least once each school year the public shall be notified as to how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL and KL-AR - Public Complaints.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting and written documentation of the use of physical restraint or seclusion by district personnel.

VANDALISM/MALICIOUS MISCHIEF/THEFT (Policy ECAB)

Students and citizens are urged to cooperate in reporting any incidents of vandalism/malicious mischief and the name or names of the person or persons believed to be responsible.

Each district employee will report to the principal or other person in authority incidents of vandalism/malicious mischief and the name of the person or persons responsible, if known.

Principals will submit a report of significant vandalism/malicious mischief or damage to their buildings, to the superintendent. The superintendent will report to the Board regarding major vandalism/malicious mischief or damage to district property.

The district may offer a reward to an individual(s) who provides information that results in the apprehension of a person(s) guilty of vandalism/malicious mischief or other criminal acts against the district. The amount of reward shall be determined by the superintendent on a case by case basis within any guidelines set by the Board.

The superintendent is authorized to sign a criminal complaint and to process charges against those committing acts of vandalism/malicious mischief against district property. Because incidents of willful or malicious abuse, destruction, defacing and theft of district property are clearly contrary to the best interests of the district and injurious to the rights and welfare of the entire community, it is the policy of the Board to seek all legal remedies against persons found to have committed such acts. Full restitution for the damage will be sought from such persons, or, in the case of minors, from their parents. Until such fees or restitutions are paid, certain restrictions and/or penalties may be imposed. Records requested by another school district to determine a student's appropriate placement may not be withheld.

Students who willfully destroy district property through vandalism/malicious mischief or arson, who commit larceny or who create a hazard to the safety of other people on district property may be suspended in accordance with state law and the Board's policy on student suspension and referred to law enforcement authorities.

WEAPONS IN THE SCHOOLS (Policy JFCJ)

Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon Schools Activities Association).

For purpose of this policy, and as defined by state and federal law, weapons include:

1. "Dangerous weapon" - any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. "Deadly weapon" - any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. "Firearm" - 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, frame or receiver of any such weapon or any firearm silencer;
4. "Destructive device" - 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 any destructive device or from which a destructive device may be

readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior building principal approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

Students found to have brought, possessed, concealed or used firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement as appropriate. The superintendent or his designee may, on a case-by-case basis, modify this expulsion requirement. The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA – Discipline of Disabled Students, and accompanying administrative regulations

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports.

The district may post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function, and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

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.

"Gun-Free School Zone" signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise accepted by law or this policy, shall be reported to the appropriate law enforcement agency.