

Junction City  
School District 69

DISTRICT  
STUDENT  
HANDBOOK

2017-2018

*Engage - Inspire - Educate*

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**JUNCTION CITY SCHOOL DISTRICT  
2017-2018 STUDENT HANDBOOK**

**INTRODUCTION**

**To Students and Their Parents**

This handbook sets forth the rights and responsibilities of students and the standards of conduct for students in the Junction City School District. Oregon State Law (ORS 339.240) requires a wide distribution of this handbook to students and their parents or guardians. The material covered within this handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice.

The Board of Directors has provided this handbook to inform you of the rules of conduct which govern the district's schools. This code of conduct on student behavior has been prepared to inform students, parents or guardians, and staff members of general standards of conduct in relation to student behavior and administrative regulations. Individual schools in the district also publish information regarding specific rules and expectations in the various buildings, and students are expected to adhere to these as well. Students and parents are encouraged and expected to read this handbook carefully and retain it for future reference. This handbook also can be found on district and school websites.

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

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

**Administrators**

|                             |   |
|-----------------------------|---|
| Kathleen Rodden-Nord, Ph.D. | Superintendent  |
| Tom Endersby                | Human Rights Officer, Public Information Officer, Home School Liaison |
| Katie Bradford              | Special Programs Director, Homeless Liaison                           |
| Annette Sisler              | Dean of Students, Territorial Elementary School                       |
| Nadira Rizkallah            | Principal, Laurel Elementary School                                   |
| Justin Corey                | Principal, Oaklea Middle School                                       |
| Joy O'Renck                 | Assistant Principal, Oaklea Middle School                             |
| Dina Marschall              | Co-Principal, Junction City High School                               |
| Brian Young                 | Co-Principal, Junction City High School                               |
| Alison Covey                | Business Manager  |

**Board of Directors**

Wendy Waddell, Chair

|              |               |
|--------------|---------------|
| Judy Croce   | Dan Allred    |
| Tina Nash    | Scott Gibson  |
| Denise Pratt | Jacque Gerdes |

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

## **NOTICE REGARDING DIRECTORY INFORMATION**

From time to time schools receive requests for directory information. “**Directory Information**” means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student’s name, major field of study, participation in officially recognized activities and sports, athletic rosters, weight and height of members of athletic teams, photographs (including photographs on the district or school website), and degrees and awards received (OAR 581-21-330 and ORS 326.565).

If you do NOT wish the school to release directory information about your child, please inform the school office in writing within fifteen days of the start of the school year. Please specify which types of directory information you do NOT wish to have released.\*

\* *School Officials are required to disclose personally identifiable information from an educational record to law enforcement agencies, child protective services, health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of a student or other individuals (OAR 581-21-380(1)).*

## **ADMISSION**

The district will admit to the schools all children between the ages of five and nineteen that meet the provisions established in ORS 339.115. A child entering school for the first time will be considered to be five years of age if the child’s fifth birthday occurs on or before September 1. A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition, and other eligibility prerequisites for admission as set forth in state law, Board policy, and administrative regulations. A student located in the district shall not be excluded from admission solely because the student does not have a fixed place of residence. Students and their parents should contact the school office for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student. The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student. Alternative education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

## **ALTERNATIVE EDUCATION PROGRAMS**

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon’s academic content standards; when necessary to meet a student’s educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement. The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons laws.

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

1. Tutorial instruction;
2. Small group instruction;
3. Professional technical programs;
4. Work experience;
5. Instructional activities provided by other accredited institutions;
6. Community service;
7. Independent study;
8. Expanded Options Program;
9. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the principal.

### **Non-District Alternative Education Programs**

The district pays the alternative education program cost or an amount equal to 80 percent of the district’s estimated current year’s average per student cost, whichever is less, for placing students in non-district alternative education programs. The student’s placement must have the prior approval of the district. The district will not assume alternative education costs for any student not placed in an alternative education program according to procedures established by the district and Oregon law. If a parent receives an exemption on a semiannual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program. If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student and/or parent, there is no obligation to propose or fund a second program.

## **ALTERNATIVE EDUCATION PROGRAMS – ESTABLISHMENT**

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

“Alternative education program” means a school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals;
2. Criteria for enrollment;
3. Proposed budget;
4. Staffing;
5. Location;
6. Assurance of non-discrimination.

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be considered for implementation the following school year. Proposals will be reviewed by the district. Contact the district office for additional information on submitting proposals, the evaluation, and approval process.

## **ANIMAL DISSECTION**

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

## **ASBESTOS**

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

## **ASSEMBLY OF STUDENTS**

It is important to the orderly operation of school facilities that the use of all areas be planned in advance whenever possible. Students, faculty, and the administration are all in some measure responsible for the activities that are conducted in school. Students and school personnel are accountable to each other, the School Board, and the public for the image of the institution. Students are required to have permission to enter / leave school grounds during regular school hours.

### **Student Meetings**

Students shall be permitted to hold meetings on school property. Student responsibilities:

1. All meetings will be scheduled in advance so they may be placed on the school calendar;
2. Normal class activities shall not be disturbed;
3. The meeting shall not be such as may be likely to incite hazard to person or property;
4. The meeting shall be sponsored by school officials or an official school club or organization;
5. No speaker who openly or knowingly advocates breaking the law shall be invited to speak. Invitations to speakers shall be approved by the principal or his/her designated representative;
6. If a crowd is anticipated, a crowd control plan shall be filed in the appropriate office well in advance of the meeting;
7. Attempts shall be made to present a balance of viewpoints.

### **Clubs and Organizations**

Student clubs and performing groups such as, but not limited to, the band, choir, rally, dance, and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the group.

### **Informal Student Gatherings**

Students shall have the right to gather informally. Student responsibilities:

1. Students gathered informally shall not disrupt the orderly operation of the educational process;
2. Students gathered informally shall not infringe upon the rights of others to pursue their activities;
3. Students must gain administrative permission to gather at a school that they do not attend during regular school hours.

## **ASSESSMENT PROGRAM**

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

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

## **ASSIGNMENT OF STUDENTS TO SCHOOLS**

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

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

## **ATTENDANCE**

All students between the ages of six and eighteen, who have not completed grade twelve, are required to regularly attend a public full-time school, unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly. Any person who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.095.

In accordance with law, the district will notify the parent in writing that the superintendent or the designee will schedule a conference with the non-attending student and his/her parent to discuss attendance requirements. The written notice will include the following and will be in the native language of the parent:

1. The superintendent/designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district;
4. The parent has the right to request:
  - (a) An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or
  - (b) A review of the student's current IEP.
5. A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 4 above, if requested by the parent, has been completed.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under fifteen years of age, may, under ORS 163.577(1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

## **Absences and Excuses**

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. The principal of each school is responsible for determining whether or not a student's absence is to be excused. Absence from school or class may be excused under the following circumstances:

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

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

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

A student who must leave school during the day must bring a note from his or her parent/guardian. A student who becomes ill during the school day should, with the teacher's permission, report to the health room. The health room staff will decide whether or not the student should be sent home and will notify the student's parent, as appropriate. A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any reason may not be allowed to participate in school-related activities or extracurricular activities on that day or evening.

### **Suspension of Driving Privileges**

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least fifteen years of age and under eighteen years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30<sup>th</sup> day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has:

1. More than ten consecutive days of unexcused absence; or
2. Fifteen school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

### **Truancy**

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, ineligibility to participate in athletics or other activities, and/or loss of driving privileges.

### **BREAKFAST / LUNCH PROGRAM**

The district participates in the National School Lunch, School Breakfast, Special Milk, and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Additional information can be obtained at each school's office, or by contacting Gwenda Bauman, food services director, at 541-998-6311, extension 605.

### **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as band, choir, rally, dance, drama, and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

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

### **COMMUNICABLE DISEASES**

Parents of a student with a communicable or contagious disease are asked to notify the health room at their student's school so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*) below, the restriction may be removed by the district nurse. For head lice, indicated by a double asterisk (\*\*) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include: chicken pox\*, cholera, diphtheria, measles, meningitis, mumps\*, lice infestations\*\*, whooping cough, plague, rubella, scabies\*, staph infections\*, strep infections\*, tuberculosis and pandemic flu. Other communicable diseases not listed above will be handled on a case by case basis.

In an effort to maintain a higher level of wellness at school, we ask that these guidelines are followed when deciding if a student should return to school after an illness:

**Fever:** Temperature below 100 degrees for 24 hours without the use of Tylenol or other fever reducing medication.

**Vomiting:** Symptom free for 24 hours.



**Diarrhea:** Symptom free for 24 hours.

**Strep throat:** Must have been on antibiotics for 24 hours.

**Cough:** If a cough has been persistent or strong, student should be symptom free or have been on antibiotics for 24 hours.

**Rash/skin condition:** Can return after skin clears or with approval of licensed health care provider or district nurse.

Parents with questions should contact the district nurse at 541-998-5037.

## COMPUTER USE

Junction City School District offers computer and Internet access to all students. The following section contains the Acceptable Use Policy for students' use of this computer network system, hereafter referred to as JCNNet. Students using JCNNet are expected to familiarize themselves with the rules and regulations found in Board policy IIBGA and administrative regulation IIBGA-R. JCNNet meets the following federal Children's Internet Protection Act requirements:

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

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations, and law, school administrators may routinely review user files and communications. Files and other information, including e-mail, sent or received, generated, or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail systems.

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

### Educational Purpose

JCNNet has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities. JCNNet has not been established as a public access service or a public forum. Junction City School District has the right to place reasonable restrictions on the material students access or post through the system. Students are also expected to follow the rules set forth in Board policy IIBGA and regulation IIBGA-R and the law in their use of JCNNet. Students may not use JCNNet for commercial purposes. This means students may not offer, provide, or purchase products or services through JCNNet. Students may not use JCNNet for political lobbying. Students may use the system to communicate with elected representatives and to express their opinion on political issues.

### Student Internet Access

All students will have access to World Wide Web information resources through their classroom, library, or school computer lab. Students should only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes directly or indirectly related to the educational mission of the school. Students accessing personal e-mail accounts from school computers shall adhere to all provisions of this Acceptable Use Policy and to Board policies and regulations governing the use of the Internet. Use of JCNNet computers for classroom assignments always has priority over recreational use.

### Unacceptable Uses

The following uses of JCNNet are considered unacceptable:

1. **Personal Safety** – Students shall not disclose personal identification on the Internet without parental approval. Students shall not agree to physically meet anyone they become acquainted with via the Internet without parental approval and monitoring. Students shall promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes the student feel uncomfortable.
2. **Illegal Activities** – Students will not attempt to gain unauthorized access to JCNNet or to any other computer system through JCNNet or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's

files. These actions are illegal, even if only for the purpose of “browsing”. Students will not try to disrupt the computer system or destroy data by spreading computer viruses or any other means. These actions are illegal. Students will not use JcNet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. **System Security** – Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should students provide their password to another person or use another person’s ID and password. Students shall not make any changes to installed software or hardware on computer workstations or servers without the permission of their teacher and/or the network administrator. Students shall not install software on computer workstations or servers without the permission of their teacher and/or the network administrator. Students shall not connect personal (not owned by the district) computers or computer related equipment to the district network. Students shall not download files from the Internet without the permission of their teacher and/or the network administrator. Students will immediately notify a teacher and/or the network administrator if they have identified a possible security problem. Students should not go looking for security problems because this may be construed as an illegal attempt to gain access.
4. **Plagiarism and Copyright Infringement** – Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own. Students will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether or not they can use a work, they should request permission from the copyright owner. Copyright law can be very confusing. If students have questions, they should ask a teacher.
5. **Inappropriate Access to Material** – Students will not use JcNet to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the student’s access is to conduct research and both the student’s teacher and parent have approved. Students also will not access material that the Internet filter blocks as required by the Children’s Internet Protection Act (CIPA), unless approved by a district staff member. If a student mistakenly accesses inappropriate information, they should immediately tell their teacher or another district employee (or disclose this access in the manner specified by the student’s school). This will protect students against a claim that they have intentionally violated this policy. Students’ parents should instruct them if there is additional material that they think would be inappropriate for their student to access. The district fully expects that students will follow their parent’s instructions in this matter.
6. **Additional General Use Prohibitions** – Attempts to: use the district’s system for unauthorized solicitation of funds, distribution of chain letters, unauthorized sale or purchase of merchandise and services, collection of signatures, and membership drives; upload, download, use, reproduce, or distribute information, data, or software on the district’s system in violation of copyright law or applicable provisions of use or license agreements; degrade, disrupt, or vandalize the district’s equipment, software, materials, or data, or those of any other user of the district’s system or any of the agencies or other networks connected to the district’s system; evade, change, or exceed resource quotas or disk usage quotas; send, intentionally access, or download any text file or picture or engage in any communication that includes material which may be interpreted as harmful to minors, obscene or child pornography as defined by law or indecent, vulgar, profane, or lewd as determined by the district, a product or service not permitted to minors by law, harassment, intimidation, menacing, threatening, or anything that constitutes as insulting or fighting words, the very expression of which injures or harasses others, a likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity, defamatory, libelous, reckless, or malicious false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense, or otherwise violates any law, rule, regulation, Board policy/regulation; gain unauthorized access to any service via the district’s system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs; use the district’s name in external communication forums such as chat rooms without prior district authorization; or to use another individual’s account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access to, is strictly prohibited.
7. **Guidelines / Etiquette** – Students are to adhere to the same standards for communicating online that are expected in the classroom and consistent with Board policies and regulations. Respect other people’s time and cyberspace. Use real time conference features such as talk / chat / Internet relay chat only as approved by the supervising teacher or the network administrator. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does. Take pride in communications. Check spelling and grammar. Respect the privacy of others. Do not read the mail or files of others without their permission. Cite all quotes, references, and sources. Protect password confidentiality. Passwords are the property of the district and are not to be shared with others. Using another user’s account or password or allowing such access by another may be permitted with supervising teacher or network administrator approval only. No system user may use a password on the district’s computer, e-mail system, or Internet access, which is unknown to the district. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques. Report violations of Board policy or regulation or security problems to the supervising teacher or the network administrator, as appropriate.

### **Student Rights**

1. **Free Speech** – Students’ right to free speech, as set forth in applicable laws and regulations, applies also to a student’s communication on the Internet. JcNet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student’s speech for valid educational and student safety reasons. The district will not restrict a student’s speech on the basis of a disagreement with the opinions a student is expressing.
2. **Search and Seizure** – Students should expect only limited privacy in the contents of their personal files on the district system. The situation is similar to the rights students have in the privacy of their lockers. Routine maintenance and monitoring of JcNet may lead

to discovery that a student has violated Board policy/regulation or law. An individual search will be conducted if there is reasonable suspicion that a student has violated Board policy/regulation or law. The investigation will be reasonable and related to the suspected violation. Parents have the right, at any time, to request to see the contents of their student's e-mail files.

3. **Due Process** – The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through JCNNet. In the event there is a claim that a student has violated Board policy/regulation in their use of JCNNet, they will be provided with a written notice of the suspected violation and an opportunity to present an explanation. If the violation also involves a violation of other provisions of the district Student Code of Conduct, it will be handled as described in the district Student Code of Conduct regulations. Additional restrictions may be placed on a student's use of their Internet account.

### **Limitation of Liability**

The district makes no guarantee that the functions or the services provided by or through the district system will be error free or without defect. The district will not be responsible for any damages students may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system. Parents can be held financially responsible for any harm to the system as a result of intentional misuse. This applies to both district and personal equipment.

### **Personal Responsibility**

When students are using JCNNet, it may feel like they can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints", so the odds of getting caught are really about the same as they are in the real world. The fact that a student can do something, or think they can do something without being caught does not make it right to do so. Even if a student doesn't get caught, there is still one person who will know whether that student has done something wrong- that person is the student. A student's use of the Internet can be a mirror that will show them what kind of person they are.

## **CONDUCT**

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

### **Student Rights and Responsibilities**

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, expulsion, and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy with respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

### **Student Code of Conduct**

The district has authority and control over a student at school during the regular school day, including during any school-related activity, regardless of time or location, and while being transported in district-provided transportation.

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

Students will be subject to discipline including, but not limited to, detention, in-school and out-of-school suspension, expulsion, denial and/or loss of awards and privileges, and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Harassment, intimidation, menacing, bullying or cyberbullying, or teen dating violence/domestic violence, as prohibited by Board policy JFCF – Harassment, Intimidation, Menacing, Bullying, Cyberbullying, Teen Dating Violence, Domestic Violence – Students and accompanying regulation;
3. Coercion;
4. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM – Threats of Violence;
5. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon\*\*\* as prohibited by Board policy JFCJ – Weapons in the Schools;
7. Vandalism, malicious mischief and theft as prohibited by Board policy ECAB – Vandalism, Malicious Mischief and Theft and JFCB – Care of District Property by Students, including willful damage or injury to district property; or to private property on district premises or at district-sponsored activities;

8. Sexual harassment as prohibited by Board policy JBA/GBN – Sexual Harassment and accompanying regulation;
9. Use of tobacco\*\*, alcohol\*\*, or drugs\*\*, including drug paraphernalia as prohibited by Board policies JFCG/KGC/GBK – Prohibited Use, Possession, Sale, or Distribution of Tobacco Products and Inhalant Delivery Systems, JFCH – Alcohol, and JFCI – Substance/Drug Abuse;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of district transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

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

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

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

**\*\*Tobacco/Drug Offenses**

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

**\*\*\*Weapons Offense**

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm on school property or at a school-sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years’ imprisonment, a fine, and forfeiture of firearm and/or other dangerous weapon, or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

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

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

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

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

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

**CONDUCT- DISCIPLINE/DUE PROCESS**

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators. Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to

remain in school and to function successfully in their educational and social environments. Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective. Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

### **Detention**

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

### **Suspension**

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations, or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students, or staff members; or d) willful conduct which damages or injures district property. The district may require a student to attend school during non-school hours as an alternative to suspension.

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

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

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

### **Expulsion**

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to: a) non-accidental conduct causing serious physical harm to a student or employee; b) when a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or c) when the expulsion is required by law. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights, and alternative education provisions as required by law.

## **CONDUCT- DISCIPLINE OF STUDENTS WITH DISABILITIES**

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a student without disabilities, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students. If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year, for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 calendar days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

### **Removal by a Hearings Officer**

A hearings officer may move a student to an interim alternative educational setting for up to forty-five days at a time if the student would be substantially likely to cause injury to the student or others. The process of removal by a hearings officer may be repeated.

### **Admission of Expelled Students**

The district shall deny regular school admission to a student who is expelled from another school district for the offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district, or who applies for admission to the district as a non-resident student. Alternative educational services will not be provided to resident students expelled for violations of applicable state or federal weapons law.

### **CONFERENCES**

Regular conferences are scheduled annually to review student progress. Teachers or parents may request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance; 2) if the student is not maintaining behavior expectations; or 3) in any other case the teacher or parent considers necessary. The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, or request that the teacher call the parent to arrange a mutually convenient time.

### **CREDIT BY EXAMINATION**

A student who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination designed to measure proficiency or mastery or identified standards (knowledge and skills). A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

### **CYBERBULLYING**

The district prohibits any form of harassment, intimidation, or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Students or volunteers may report cyberbullying anonymously. Remedial action shall not be based solely on an anonymous report.

### **DAMAGE TO DISTRICT PROPERTY**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify the student and parent of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines, and Charges.

### **DANCES / SOCIAL EVENTS**

The rules of good conduct and appropriate dress and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. Anyone leaving before the official end of the activity will not be readmitted.

### **DISTRIBUTION OF MATERIAL**

All aspects of K-8 school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a non-student without the prior approval of the administration.

Materials not under the editorial control of the district may be subject to administrative review, restricted, or prohibited, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased, or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias. Materials include advertising that is in conflict with public school laws, rules, and/or Board policy, deemed inappropriate for students, or may be reasonably perceived by the public to bear the sanction for approval of the district. The district may designate the time, place, and manner for distribution.

If material is not approved within 24 hours of the time that it was submitted, it shall be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent. Materials not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

## **DRESS AND GROOMING**

The district recognizes the right to free expression and the value of diversity, including the diversity in dress and general appearance. The purpose of dress and grooming guidelines is to ensure that students are not distracted and are able to focus on learning. Students have the right to a non-disruptive, safe, and healthy educational environment at school. Dress and grooming while in school is basically an individual responsibility of the student and his/her parents. When dress and/or grooming disrupts the learning process while in school for the individual student or other students, or interferes with the learning climate of the school, it becomes a matter for counseling with the student and/or parents.

The total learning climate of a school is important to the satisfactory progress of students. Junction City Schools place major emphasis upon developing an environment where the learning process will flourish with as few constraints as possible. Rules and regulations on dress and grooming at each school shall be written and made readily available to parents and students. Dress and grooming shall be in keeping with health, sanitary, and safety practices.

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

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

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

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

When a student is participating in school activities his/her dress and grooming shall not disrupt behavior or academic performance or constitute a health threat to the individual or other students. Provisions for dress and grooming for special activities should arise directly out of the needs of the activity, rather than from a sense of individual taste or from an arbitrary standard. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal or his or her designee and may be denied the opportunity to participate if those standards are not met.

## **DRUG, ALCOHOL, & TOBACCO PREVENTION PROGRAM**

The possession, selling, and/or use of illegal and harmful drugs, alcohol, tobacco products, and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the Board's policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct. When students commit drug and alcohol-related offenses, school-imposed discipline may also include completion of a district selected and approved drug and alcohol assessment and rehabilitation program.

Since drug, alcohol, and tobacco use is illegal for students and interferes with both effective learning, and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol, and tobacco use and to maintain a drug-free educational environment. An aggressive intervention program to eliminate drug, alcohol, and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol, and tobacco prevention curriculum will be taught annually to all students.

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

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

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

Instruction on fire, earthquake, safety threats dangers and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year. At least two drills on earthquakes and

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

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

### **EMERGENCY MEDICAL TREATMENT**

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

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

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment. The responsible staff member will then fill out an Accident Report and submit it to the district office.

### **EMERGENCY SCHOOL CLOSURE INFORMATION**

In case of hazardous weather or emergency conditions, the superintendent may alter school and bus schedules as appropriate to the particular emergency. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, closure or delay on all or some bus routes, and early dismissal of students. It is important for parents to realize that the decision regarding the appropriateness of a student riding the bus to school when the road conditions are in question is the sole responsibility of the parent. Students who do not attend due to inclement weather will have excused absences.

In case of school delay or school closure:

1. Parents may check for school closures on FlashAlert® at [www.flashalert.net](http://www.flashalert.net) or the district's or school's websites. Parents may sign-up with FlashAlert® to receive free e-mail and/or text messages regarding emergency school closures. To sign-up, visit the district's or any of the school's websites, or logon to <http://www.flashalert.net>.
2. Notice of school delay or closure will also be broadcast over participating radio and TV stations. (KDUK, KZEL, KLCC, KPNW, KKTT, KGNU, KRVM, KMGE, KEZI-TV, KMTR-TV, AND KVAL-TV). Please do not call the radio or TV stations for information regarding school closure. They will announce the information as soon as they have received it.
3. The superintendent will make decisions on school delays or school closures by 6:30 a.m., unless emergency situations develop later.
4. On days of school closure due to inclement weather, all school activities are automatically cancelled unless the previously scheduled activities are specifically approved by the superintendent.
5. On days when delayed start of school is used, all activities will continue as previously scheduled unless cancelled by the appropriate individual.

### **EXPANDED OPTIONS PROGRAM FOR 11<sup>TH</sup> AND 12<sup>TH</sup> GRADERS**

Oregon public schools provide for Expanded Options for 11<sup>th</sup> and 12<sup>th</sup> graders to earn additional credits outside of high school programs in certain circumstances. By February 15, the high school will send a notice about the program explaining eligibility requirements. A student may apply to and be accepted by a post-secondary institution. If accepted and if a student wishes to take an eligible course through this program, a student must notify the district no later than May 15 of that year. The selected student will meet with an advisory support team to establish goals and develop an educational learning plan. Upon providing evidence of successful completion of a post-secondary course through the Expanded Options Program, the district will grant credit to the student.

### **EXTRACURRICULAR ACTIVITIES**

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities. There are many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics, and other activities has to offer to students who participate. Interested students should contact their school's office for additional information.

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

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

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;



4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrumental rental and uniform maintenance;
8. Student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Fees for use of towels provided by the district for P.E. classes or athletics;
12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities.

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

The district may impose certain restrictions and/or penalties until fees, fines, or charges are paid. All such restrictions and/or penalties shall end upon payment of amount owed. Fees, fines, and charges owed to the district may be waived at the discretion of the superintendent or designee if:

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

A written notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines, and charges owed. Notice will include the reason the student owes money to the district, an itemization of the fees, fines, or charges owed, and the right of the parent to request a hearing. The district may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district. Debts not paid within 10 calendar days of the district's notice to the student and parent may result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

## **FIELD TRIPS**

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

## **FLAG SALUTE**

Students shall receive instruction in respect for the national flag and will be provided an opportunity to salute the United States flag at least once a week by reciting *The Pledge of Allegiance*. Individual students who do not participate in the salute must maintain a respectful silence during the salute.

## **FOREIGN EXCHANGE STUDENTS**

The school may enroll students from other nations from those exchange programs officially recognized by the Board. Foreign exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers. Foreign exchange students may be awarded an honorary high school diploma upon satisfactory completion of the school's prescribed course of study.

## **FUNDRAISING**

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

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

## **GANGS**

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities, and a student's ability to meet curriculum and attendance requirements. A gang is defined as any group that identifies itself through the use of a name, unique appearance, or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity.

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

No student on or about district property or at any district activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of Board policies. Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

## **GRADE CLASSIFICATION**

After ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.

| <b><u>Units of Credit</u></b> | <b><u>Grade Placement</u></b> |
|-------------------------------|-------------------------------|
| 4.5                           | 10 (sophomore)                |
| 11                            | 11 (junior)                   |
| 18.5                          | 12 (senior)                   |

## **GRADE REDUCTION / CREDIT DENIAL**

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability, or an excused absence, as determined by the building principal in accordance with Board policy. At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

## **GRADUATION DIPLOMA REQUIREMENTS**

The Board establishes graduation requirements for the awarding of a high school diploma, modified diploma, extended diploma, and alternative certificate which meet or exceed state requirements. A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years upon the student's request and, if required, if the student's parent or guardian consents.

Students will have onsite access to the appropriate resources to achieve a diploma, modified diploma, extended diploma, or alternative certificate at the high school. The district provides age appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

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

The district may award a modified diploma or extended diploma to a student only upon the written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or extended diploma is awarded. A student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded may sign the consent.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in either four years after starting the 9<sup>th</sup> grade, or until the student reached the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states the parent, guardian, or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

A student who receives a modified diploma, an extended diploma, or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who received a modified diploma, an extended diploma, or an alternative certificate shall have access to individually designed instructional hours, hours of transition services, and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school, unless reduced by the individualized education program (IEP) team.

The district awards to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education ("FAPE") until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate, or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma, or alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

The District may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the Essential Skills graduation requirement using another approved assessment option.

Students and their parents will be notified of graduation and diploma requirements through the high school curriculum guide.

### **Essential Skills**

The district will allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of high school are:

1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skills in English.

The district will allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student's language of origin for those ELL students who by the end of high school:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Have demonstrated sufficient English language skills using the English Language Proficiency Assessment for the 21<sup>st</sup> Century (ELPA21).

The district will develop procedures to provide assessment options as described in the *Essential Skills and Local Performance Assessment Manual*, in the ELL student's language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

### **GRADUATION EXERCISES**

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma, or an alternative certificate may participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations, or school rules.

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

### **HARASSMENT / INTIMIDATION / MENACING / BULLYING / CYBERBULLYING / TEEN DATING VIOLENCE / DOMESTIC VIOLENCE**

Harassment, intimidation, menacing, bullying, cyberbullying, or teen dating violence by students, staff, or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who 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, bullying, intimidation, harassment, or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties 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.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

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

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

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

“Teen dating violence” means:

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

“Domestic violence” means abuse by one or more of the following acts between family and household members:

1. Attempting to cause or intentionally, knowingly, or recklessly causing bodily injury;
2. Intentionally, knowingly, or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

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

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

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

Building administrators will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation, bullying, acts of cyberbullying, and teen dating violence. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the building administrator. Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated, menaced, or bullied, a victim of teen dating violence, and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the building administrator. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair.

The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grades 7 through 12.

All complaints will be promptly investigated in accordance with the following procedures:

**Step 1** Any harassment, intimidation, menacing, bullying, or acts of cyberbullying, and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the building administrator. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

**Step 2** The building administrator (district official) receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The building administrator will arrange such meetings as may be necessary with all concerned parties within ten working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The building administrator conducting the investigation shall notify the complainant and parents, as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent’s office.

**Step 3** If the 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 ten 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’s appeal within ten working days.

**Step 4** If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within five working days after receipt of the Step 3 decision. The Board shall, at their next scheduled regular or special Board meeting, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as a part of the student's educational records. Additionally, a copy of all harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office.

## **HOMELESS STUDENTS**

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

Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district's liaison for homeless students, Katie Bradford, at 541-998-6311, extension 621.

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

### **Immunization**

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

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

### **Vision Screening**

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

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

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

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

### **Dental Screening**

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

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

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

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

Although HIV, AIDS, and HBV, are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye, or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, and HBV and/or other infectious diseases.

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

A student infected with HIV (Human Immunodeficiency Virus), HBV (Hepatitis B Virus), or AIDS (Acquired Immune Deficiency Syndrome) is entitled to remain in a regular classroom setting and eligible for all rights, privileges, and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV, or AIDS condition diagnosis to the district. If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release. If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures. Individuals with questions regarding these requirements of law or district procedure should contact the district nurse.

## **Human Sexuality, AIDS/HIV, and Sexually Transmitted Disease Instruction**

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

## **INSURANCE**

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

## **LOCKERS**

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials.

## **MEDICINE AT SCHOOL**

Students may be permitted to take prescription or nonprescription medication, and/or self-medicate at school, at school-sponsored activities under the supervision of school personnel, and in transit to or from school or school-sponsored activities.

### **District-Administered Medication**

Requests for the district to administer medication shall be made by the parent in writing and shall include permission from the parent.

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

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

All medication to be administered by the district must be brought to school by the parent in its original container. Medication not picked up by the parent within 5 school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district (unless other arrangements are made with the health assistant at their student's school).

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon, or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

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

### **Premeasured Doses of Epinephrine**

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

## **Self-Medication**

Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication upon written request and permission of the parent and the principal's approval, subject to age-appropriate guidelines. In the case of prescription medication, permission from the physician or other licensed healthcare provider is also required. Such permission may be indicated on the prescription label. An instruction for a student to self-medicate with a prescription or nonprescription medication during school hours will include an assurance the student has been instructed in the correct and responsible use of the medication from the prescribing physician. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted to their school's health room. All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosages, the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited. Students engaging in such borrowing or sharing of medication may be disciplined.

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

## **NON-DISCRIMINATION**

The Junction City School District prohibits discrimination and harassment on any basis protected by law, including but not limited to an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act of 2008, and Title II of the Genetic Information Nondiscrimination Act of 2008. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Tom Endersby, Human Rights Officer  
Junction City School District, Administration Office  
325 Maple Street, Junction City, OR 97448  
(541) 998-6311

## **PARENT PLACEMENT OF STUDENT IN PRIVATE PROGRAMS OR SERVICES**

While parents have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition costs. The district will not pay for private services or tuition for any student unless required to do so by state or federal law. If a parent wishes the district to consider a publicly-funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained. Therefore, for any regular education, 504, or IDEA student, a parent must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in writing at least ten business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district, and the parent's request that the private services be funded by the district. Failure to provide notice may result in a denial of any subsequent reimbursement request.

## **PARENTAL INVOLVEMENT**

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The District and school websites, school newsletters, and parent/booster club meetings provide opportunities for learning more about the school and district;
3. Become a district volunteer. For further information, contact your child's school;
4. Participate in school parent organizations. These activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

## **PARENTAL RIGHTS**

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

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;

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

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

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

## **PERSONAL ELECTRONIC DEVICES & SOCIAL MEDIA**

Students may possess personal electronic devices, only as authorized by the building administration. A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording, and/or displaying information and data.

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

Students permitted to possess a personal electronic device are prohibited from having the device on active mode during class time unless approved by a district representative for appropriate/approved classroom or instructional related activities. Use and possession of such devices at school-sponsored activities or at other times during the school day will be determined by the building principal.

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

Students found to be in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the building principal will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

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

Please check your child's school handbook for additional information on personal electronic devices.

## **PHYSICAL EXAMINATIONS**

Students in grades 7 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the athletic director at the student's school and will be kept on file and reviewed by the coach prior to the start of any sports season. Students shall not participate without a completed school sports pre-participation examination form on file with the athletic director.

## **POSTERS**

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

## **PROGRAM EXEMPTIONS**

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



## **PROMOTION, RETENTION, AND PLACEMENT OF STUDENTS**

A student shall be promoted from one grade to the next on the basis of academic, social, and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made by school officials only after prior notification and explanation to the student's parent. The final decision will rest with school authorities. Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district. If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

## **RELEASE OF STUDENTS FROM SCHOOL**

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

## **REPORTS TO STUDENTS AND PARENTS**

Written reports of student progress and absences shall be issued to parents at least annually. Parents will be notified of their student's progress toward achieving the academic content standards, in either conferences or report cards.

## **SEARCHES AND QUESTIONING**

### **Searches**

District officials may search the student, his/her personal property, and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials, and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive and will be conducted in a manner in light of the age, sex, maturity of the student, and nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

District officials may also search when they have reasonable information that emergency or dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district.

Items found which are evidence of a violation of law, Board policy, administrative regulation, school rule, or the Student Code of Conduct may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate. Disciplinary action may be taken in response to a discovery made as a result of a search or seizure.

### **Questioning and Cooperation With Law Enforcement Agencies**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of abuse of a child, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

## **SENIOR TRIPS**

The district does not authorize or endorse senior trips taken for any purpose other than a special part of the Board-approved district curriculum. Private groups and organizations may be permitted to use district facilities during non-school time to promote senior trips on the same basis as facilities are provided to others.

## **SPECIAL PROGRAMS**

The district provides special programs for bilingual students and for those with disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the district's special programs director, Katie Bradford, at 541-998-6311, extension 621.

### **Bilingual Students**

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

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

### **Students with Disabilities**

#### **Child Find**

The Junction City School District is responsible to locate, evaluate, and serve children with special needs from birth through 21 years of age. If the district suspects that a student has a disability, the district obtains parental consent for initial evaluation and conducts an initial evaluation and determines the student's eligibility to receive special education and related services.

If the student is eligible, the district will notify the parent and offer an opportunity for an IEP meeting to occur to consider initiation of special education and related services to the student with a disability. If the parent declines, the district will give notice that it stands ready to conduct the evaluation when the parent gives consent or makes the student available.

#### **Evaluation/Identification**

Students with disabilities may require specially designed instruction, curriculum, and instructional modifications, or other accommodations in order to benefit from school. Students may have disabilities that require an individualized education program or plan (IEP), or they may qualify for services under Section 504 (a federal nondiscrimination law) both of which are determined through a team process that includes extensive evaluations to assess the needs of the student and whether they met criteria for eligibility. To initiate an evaluation for special education, please contact your classroom teacher, counselor, or principal and ask for assistance.

#### **Services**

Each school has a team to address the needs of students with disabilities, whether the child qualifies for an IEP (special education) or a 504 Plan. A plan is developed to identify the characteristics of the disability and establish ways to address the needs of the student. The team is required to meet annually, but may need to meet more frequently depending on the student. Other services provided for eligible students with disabilities include: adapted physical education, speech and language services, physical and occupational therapy, social/emotional support services, school psychologist services, and school-to-career transition planning. The student's educational planning team makes determination of the need for these services.

## **STAFF SEXUAL CONDUCT WITH STUDENTS**

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

*“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile, or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered abuse of a child as outlined by Oregon law and district Board policy JHFE and JHFE-R – Reporting of Suspected Abuse of a child.*

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. In the event the designated person is the suspected perpetrator, the Board chair shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified. Further information can be found on district and school websites or by calling the district’s executive assistant at 541-998-6311, ext. 600.

The district will provide annual training to district employees, parents, and students regarding the prevention and identification of sexual conduct. Such training materials for parents and students can be found on district and school websites or by calling the district’s executive assistant.

## **STUDENT DISCIPLINE ON DISTRICT-PROVIDED TRANSPORTATION**

The district contracts for transportation services with First Student. All parent inquiries regarding transportation matters should first be directed to First Student at 541-998-8222.

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

### **Rules Governing Pupils Riding School Buses**

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

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling, or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus both morning and evening;
5. Students will not bring, firearms, weapons, or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while the bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms, or head through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the bus driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students, and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

### **Transportation Change Requests**

A 24-hour notice is needed for riding and getting on or off of a bus at a different bus stop. Please pick up a yellow “24 Hour Transportation Change Request” form from either First Student or your student’s school, fill it out in its entirety, and turn it in to the bus driver of the bus you would like your student to ride (24 hours in advance, please).

In the case of an emergency, contact First Student or your student’s school. First Student or the school will issue a pink “Emergency Transportation Change Request” form to the student to give to the bus driver of the bus you would like your student to ride. If you plan a continuous weekly schedule change, it can be done by issuing to First Student **and** the school a one-time “24 Hour Transportation Change Request” form.

## **Violations and Consequences**

Most students quickly learn the rules for riding the bus in a safe and enjoyable manner. The following procedures will be used when students do not comply with policies and rules.

Students violating rules are issued citations with consequences based upon the number of previous citations issued to that student. A code violation, which is severe (threatening the safety of the driver or other students), may result immediately in the consequences of the third or fourth citation. Students with disabilities will be disciplined according to the procedures outlined in administrative regulation JGDA-R.

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. **First Citation – Warning:** The driver verbally restates behavior expectations and issues a warning citation.
2. **Second Citation of the Year:** The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor, and the principal.
3. **Third Citation of the Year:** The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor, and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. **Severe Violations:** Any severe violation will result in the immediate suspension of the student for a minimum of 10 days, and up to a one-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent, and the principal.

All citations must be signed by the parent and appropriate school official within three days of issuance or the student will be denied transportation until all signatures are on the citation and it has been returned to the driver.

## **Transportation Suspension Procedures**

Due process procedures used by the district governing student behavior shall be applied. Normally the transportation suspension process shall be in accordance with the following procedures:

1. A suspension from transportation may occur if a student fails to return a properly signed citation within three days, receives a third citation (5- to 10-day suspension), or receives a fourth citation and is waiting for an expulsion hearing.
2. When a transportation suspension is issued the student is given the reasons for the action, the duration of the suspension from transportation, and procedures for reinstatement.
3. If possible, parents are notified immediately by telephone of the transportation suspension and given reasons for the action.
4. The written citation issued to the student shall indicate the reasons for the suspension, the duration, and procedures for reinstatement.

## **Expulsion Procedures**

Due process procedures used by the district governing student behavior shall be applied.

## **Appeal Process**

At each step of the disciplinary procedures used to address violations on district-approved transportation services, parents, students, and/or a representative have a right to appeal. All appeals must be in writing and made to the responsible person at the level of appeal. If the final appeal is made to the School Board, the Board's decision will be final.

1. If a student or parent feels the citation is not justified, a hearing may be requested by contacting the transportation supervisor. A student's riding privileges may be suspended until the appeal process is completed.
2. The student or parent may appeal to the district administration if not satisfied with the first appeal. The administrator will, within 5 days, set a hearing date. The grievance will be heard and responded to by the administrator and a transportation representative. A decision will be made at the hearing.
3. If the student or parent is not satisfied with the second appeal, he/she may appeal to the School Board. The Board will notify persons involved of a hearing to be held within 14 days of the receipt of appeal. The Board shall review correspondence, hear relevant facts, and respond to the student within three days following the hearing.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

## **STUDENT EDUCATION RECORDS**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Junction City Schools, with certain exceptions, obtain the parent's written consent prior to the disclosure of personally identifiable information from their student's education record. However, Junction City Schools may disclose appropriately designated "directory information" without written consent, unless the parent has advised the district, in writing, to the contrary within fifteen days of the start of each school year. The primary purpose of directory information is to allow Junction City Schools to include this type of information from a student's education record in certain school publications. Examples may include a playbill showing a student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; sports activity sheets. Directory information is defined specifically in Board policy and regulation JO-R, as well as at the beginning of this handbook. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, colleges and military recruiters. If a parent does not want Junction City Schools to disclose directory information from their student's education record without their prior written consent, the district must be notified, in writing, within 15 days of the start of each school year.

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

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the school office by the principal. Permanent education records shall include:

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

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

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

### **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. During the school year, the transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules. Student report cards or records of diplomas may be withheld for nonpayment of fines or fees. See Fees, Fines, and Charges. Records requested by another school district to determine the student's progress may not be withheld.

### **Requests for Education Records**

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

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

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

### **Provision For Hearing to Challenge Content of Education Records**

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

1. Parents shall make a request for a hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the eligible student or student's parent(s); and
  - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses, and counsel shall not be admitted.

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

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

### **STUDENT / PARENT COMPLAINTS**

#### **Public Complaints**

A student or parent who has a concern regarding a classroom/teacher issue or other district employee should first bring the matter to the attention of the appropriate staff member. If the outcome is not satisfactory, a conference with the principal can be requested within 10 working days following the conference with the staff member, who will investigate the complaint and render a decision. Parents should be aware that administrators may not disclose the specifics of any disciplinary action taken in response to a complaint about district personnel. If the complainant is dissatisfied with the decision of the building principal, it may be appealed, in writing, to the superintendent within 10 working days. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within 5 working days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision is final.

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

#### **Discrimination Complaints**

A student and/or parent with a complaint regarding possible discrimination of a student on any basis prescribed by law should contact the human rights officer.

#### **Education Standards Complaints**

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district complaint procedures. After exhausting local procedures if the district has not resolved the complaint within 90 days of the initial filing of a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

#### **Instructional Materials Complaints**

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Request for Reconsideration of Instructional Materials Form" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

### **Students with Disabilities Complaints**

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

### **Students with Harassment Complaints**

Harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors, or others engaged in district business is strictly prohibited in the district. 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.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or of his/her relatives, friends, or associates because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, citizenship status, marital status, creed, or any other characteristic protected by law and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work or school environment; (2) has the purpose or effect of unreasonably interfering with an individual's school or work performance; or (3) otherwise adversely affects an individual's education or employment opportunities. Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and displays or circulation in the district of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including via e-mail).

### **Students with Sexual Harassment Complaints**

Sexual harassment of or by staff, students, Board members, school volunteers, parents, school visitors, service contractors, or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises, and non-district property if the student or employee is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

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

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;
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 individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals, the human rights officer, and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator 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 building principal, human rights 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. The district official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 10 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, the complainant 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 following completion of the hearing.

**Step 4** If a complainant is not satisfied with the decision at Step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within 5 working days after receipt of the Step 3 decision. The Board shall, at their next regular or special Board

meeting, 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, and Office for Civil Rights, Region X, 915 2<sup>nd</sup> Avenue, Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, human rights officer, or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment. Students or parents with complaints not covered by this student handbook should contact the principal.

### **Placement / Enrollment of Homeless Student Complaints**

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's homeless liaison, Katie Bradford, at 541-998-6311, extension 621. Students or parents with complaints not covered by this student handbook should contact the school principal.

### **STUDENT RESTRAINT AND SECLUSION**

The use of physical restraint and/or seclusion is permitted only as a part of a behavior 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 self 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, other school employee, or volunteer 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 an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention. Parents will be notified if their student has been restrained or secluded as described above.

### **SUPERVISION OF STUDENTS**

Adult supervision is provided to students during regular school hours while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

### **TALENTED AND GIFTED PROGRAM**

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

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

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

Identified students shall score at or above the 97<sup>th</sup> percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

#### **Appeals**

Parents may appeal the identification process and/or placement of their student in the district's TAG program by following the steps as outlined in administrative regulation IGBB-R.

#### **Programs and Services**

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



## **Programs and Service Complaints**

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the Special Projects Director who will arrange for a review committee to meet within 5 school days of receiving the written complaint to review all pertinent information. A recommendation will be submitted to the superintendent within 15 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

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

## **THREATS**

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The district prohibits student violence or threats of violence in any form, according to Board policy JFCM – Threats of Violence. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties on school property. A student also may not use electronic equipment belonging to the student or the school to threaten, harass, or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated. Students in violation of the district's Threats of Violence policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

## **TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS**

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. In light of scientific evidence that use of tobacco is hazardous to health, and to be consistent with district curriculum and Oregon law, it is the intent of the Board to establish a tobacco-free environment.

Consequently, student possession, use, sale, distribution including smoking of any tobacco product or inhalant delivery system, on district property, at school-sponsored activities on or off district property, in district-owned, rented, or leased vehicles, or otherwise while the student is under the jurisdiction of the school, is strictly prohibited. Tobacco use, distribution, or sale by others on district property, in district vehicles, or at district-sponsored activities on or off district property also is strictly prohibited.

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

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

Clothing, bags, hats, or other personal items used by staff and students to display, promote, or advertise tobacco products are prohibited on district grounds, and school-sponsored activities, or in district vehicles. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is prohibited in all school buildings, school-sponsored publications, and at all school-sponsored activities. District acceptance of gifts, funds, or sponsorship from the tobacco industry is similarly prohibited. The tobacco-free zone will be advertised on all campuses in highly visible places.

Student violations of this policy will lead to appropriate disciplinary action up to and including suspension. Students also may be subject to removal from any or all extracurricular activities. When considering disciplinary action for a child with disabilities, the district must follow the requirements of Board policy JGDA/JGEA- Discipline of Disabled Students, including those involving functional behavior assessment, change of placement, manifestation determination, and an interim alternative educational setting.

A referral to law enforcement may be made. Parents shall be notified of all violations involving their student and action taken by the school. Information about cessations support and/or tobacco education programs and how students can access these programs will be provided. At the discretion of the building principal, attendance or completion of such programs by students may be allowed as a substitute for, or part of a student discipline. Violations by others will result in appropriate sanctions as determined and imposed by the superintendent or Board. Information about community resources and/or cessation programs to help overcome tobacco use will be provided.

## **TRAFFIC SAFETY EDUCATION**

Traffic safety education is provided to all eligible resident students. Instruction is divided into three components, in-class, behind-the-wheel instruction, and observation. In-class time consists of 30 hours. Behind-the-wheel instruction consists of 6 hours of practice driving. The third component consists of 6 hours of observation. An entry shall be made on the permanent record of each student who completes the course, including dates the course was taken and the final grade achieved. A tuition rate has been established by the Board. No student will be denied enrollment based solely on the ability to pay tuition. Eligible students may contact the school office for additional application or waiver or reduction of fee information.

## **TRANSFER OF STUDENTS**

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous or the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

## **VEHICLES/BICYCLES ON CAMPUS**

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted, the student must show that he/she holds a valid driver's license, the vehicle is currently registered, and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state. In applying for a parking permit, students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a violation of a policy, rule, and/or procedure. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations, or school rules.

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

Skateboards are not to be ridden on district property at any time.

## **VIDEO SURVEILLANCE**

The Junction City School District Board recognizes the district's responsibility to maintain order and discipline on school property. The Board also desires to afford students and staff privacy in respect to the records maintained by the district. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of its students and staff. The students and staff of the district recognize that their security and safety depends upon the capacity of the district to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected.

The Board, having carefully weighed and balanced the rights of privacy of students and staff against the district duty to maintain order and discipline, finds that it is appropriate to provide for the use of video camera surveillance on school grounds as follows:

1. The district shall notify its students and staff that video surveillance may occur on school property;
2. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or designee;
3. The use of video recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records;
4. Video surveillance shall only be used to promote the order, safety, and security of students, staff, and property.

## **VISITORS**

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted, and that visitors are properly directed to the areas in which they are interested, all visitors **must** report to the office upon entering school property. Visitors are expected to adhere to each school's sign-in procedures, to wear a visitor badge, if required, and to follow all school rules, applicable Board policies, and laws while on district property. The principal will approve or deny requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal. No individual may loiter in or near a school building or on the school grounds. Loitering means being present without legitimate reasons.

## **WELLNESS POLICY STATEMENT**

The Board recognizes that childhood obesity has become an epidemic in Oregon as well as throughout the nation. However, the research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth, and lifelong health and wellbeing.

Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, kindergarten through grade 12, and coordinated with the district's nutrition and food services operation. District schools take a proactive effort to encourage students to make nutritious food choices. Physical activity should be included in a school's daily education program from grades kindergarten through 12. Physical activity should include regular instructional physical education as well as co-curricular activities, and recess. For more information you may visit the U.S. Department of Agriculture's (USDA) website at <http://www.usda.gov/wps/portal/usdahome>.

## APPENDIX A

August 1, 2017

### **Letter to Parents or Guardians:**

Junction City School District computers are connected in a district-wide network, known as JcNet, which makes it possible for staff and students to have access to information all over the world through the Internet and use electronic mail. The purpose of this letter is to summarize the procedures we will use to monitor and guide students' use of JcNet.

JcNet gives teachers and students direct access to the "information superhighway", known as the Internet. By far the most popular means of accessing the Internet these days is through the World Wide Web, a means of organizing and presenting information on the Internet. A student will not need to have an e-mail account to access information through the Internet. It is possible that your child may find material on the Internet that you would consider objectionable. The district Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Your student's use of the Internet will be supervised by staff, but we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectations about how these values should guide your child's activities while they are on the Internet. The levels of access to the Internet provided to your child will vary according to the educational purpose and your child's age. The various levels of access are described in the Student Handbook.

**You have the option of requesting that your child not be provided with access to the Internet. To exercise this option, please inform the district in writing. When classroom assignments are made that involve use of the World Wide Web, students whose parents have made such a request will be provided with alternative activities. School district staff will make a reasonable effort to ensure such students do not access the World Wide Web, but with access available throughout the district, district supervision of such students cannot preclude access at all times in all situations. Responsibility for a prohibition of access ultimately falls on the individual student.**

Middle and High School students can obtain individual e-mail accounts. You must specifically authorize your child's individual e-mail account. A Student Account Agreement to establish an account can be obtained at your child's school. The form must be signed by a parent and student and returned to your child's school.

I encourage you to talk with your student's teachers and principal to learn more about how this educational resource is being used at school. You may also contact Robert Adair, district technology coordinator, at (541) 998-6311, extension 607 for information about JcNet.

Sincerely,



Kathleen Rodden-Nord, Ph.D.  
Superintendent