

**Fern Ridge School District 28J**  
**2018-2019 PARENT STUDENT HANDBOOKS**

*VENETA ELEMENTARY SCHOOL*



*ELMIRA ELEMENTARY SCHOOL*



*FERN RIDGE MIDDLE SCHOOL*



*ELMIRA HIGH SCHOOL*





## CONTENT EXPLANATION

This new document contains the student handbooks from all four of our buildings as well as a “Student Rights and Responsibilities” handbook that goes into much deeper detail for student conduct expectations. **In addition, page 5 (immediately following this page) advises parents of several legal issues we need to address and needs to be signed for every child enrolling in Fern Ridge School District. This form will only need to be completed once during your child’s K – 12 career. Please sign and return to the building secretary for your child’s school.**

Elmira Elementary, Elmira High School and the Students Rights handbooks have their own Table of Contents. The Veneta Elementary and the Middle School’s handbook’s do not have Table of Contents. The handbooks are in this order within this document:

Veneta Elementary Handbook – page 7

Elmira Elementary Handbook – page 25

Fern Ridge Middle School Handbook – page 47

Elmira High School – page 67

Fern Ridge School District Student Rights and Responsibilities – page 101

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The purpose of this page is to advise parents and students of legal obligations and to notify parents of the district's responsibilities, as well as serve as a receipt of your student's school's handbook and the Fern Ridge School District Students' Rights and Responsibilities Handbook. Please review the handbook for your child's school as well as the Student Rights and Responsibilities Handbook. The handbooks will be reviewed with students after the start of school. This sign off sheet will only need to be done once during your child's K – 12 career while attending school in Fern Ridge School District. If you decide to make changes at any point during your child's educational experience at any of our buildings, please contact the building secretary for a new sign off sheet.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records as well as gives parents certain rights to their children's records. Please know that certain information about your student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. [I have marked through those types of directory information listed above that I wish the district to withhold.] I understand that unless I object to the release of any or all of this information within fifteen (15) school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal. More information: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law. Personally identifiable information includes the student's name as well as, but is not limited to the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, student ID number or a list of personal characteristics or other such information that would make the student's identity easily traceable. However, as students participate in school activities, we have opportunities to provide local newspapers and at times, TV stations with photos / video clips (all types of media) of our students participating in newsworthy events. Photos / video clips may be used in local newspapers, school newsletters or on local broadcast stations. Please mark through any information in this paragraph that you wish to have the district withhold.

Parents objecting to the release of directory or personally identifiable information on their student should notify your student's school within (15) days of receipt of the student handbook. (Fern Ridge Board Policy JOB.)

The Every Student Succeeds Act (ESSA) regarding Military Recruitment states that school districts are to allow the same access to students by military recruiters as they do college and job recruiters. This access includes releasing students' names, addresses and telephone numbers to military recruiters. However, secondary school students or their parents can request that the information not be released by indicating your preference below.

Fern Ridge School District uses "Google Apps for Education" in the classroom for educational use. Google Apps is a suite of free, web-based programs that includes email, document creation, shared calendars and collaboration tools. Google may add additional applications as they are developed. Google Apps runs on an Internet domain purchased and owned by the district. Please know that in addition to Google Apps, the district uses multiple online services for the beneficial educational use for students. If you have any questions regarding these programs, please contact your building principal. Your signature below authorizes the district to allow your student to use Google Apps and other online educational programs throughout their K-12 educational experience in Fern Ridge.

Student Name (Please Print) \_\_\_\_\_ Student ID# \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you leave any box below unchecked, the district will assume you are providing us with permission to proceed

Do Not \_\_\_\_\_ release information to the military. Parent Initials: \_\_\_\_\_

Do Not \_\_\_\_\_ release directory information or personally identifiable information as I have indicated above

Do Not \_\_\_\_\_ give permission to release my child's photograph in any format (website, etc.)

Do Not \_\_\_\_\_ give permission for my child's photograph in class pictures/yearbook only

Information regarding policies will be kept updated at <http://www.fernridge.k12.or.us/technology/studentdata>

I have read the district's Internet policy IIBGA and accompanying IIBGA-AR (<http://policy.osba.org/fernridg/IIBGA%20D1.PDF> and <http://policy.osba.org/fernridg/IIBGA%20R%20G1.PDF>) I understand that violation of the district's policy will be handled in accordance with district policy, rules and regulations.

\_\_\_\_\_ Parent Initials

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# **Veneta Elementary School**

## **Family Handbook 2018-2019**

*Home of the Cougars*



***We are building a community through caring and character that sparks life-long learning”***

541-935-8225

FAX: 541-935-8228

<http://www.fernridge.k12.or.us>

**Office Hours 7:00 to 3:30**





## Section One: School Procedures

### **ABSENCES AND TARDIES**

- Parents can inform the office of absences by calling the school before 8:25 AM or sending a note when the student returns to school.
- Extended absences planned in advance require a Pre-Arranged Absence Form which is available in the office or on our website. The form should be given to the classroom teacher at least two weeks in advance.
- School starts sharply at 7:55. Students are tardy if they are not seated in their classroom ready to go at 7:55.
- **Students who arrive later than 8:05 AM must be signed in by their parent.**
- Parents will be notified when a student has excessive absences/tardies. Parents may be cited for truancy if the problem continues.
- Parents can be cited for truancy when attendance falls below 80% whether or not those absences are excused.
- The principal makes the final decision on whether an absence is excused or unexcused.
- Parents have 48 hours after their child returns to school to inform the office of an absence. After that, the absence will be permanently unexcused.
- **Parents should also review the attendance procedures outline in the Student Rights and Responsibilities Handbook.**

### **ACCIDENTS AND INJURIES**

- Parents or guardians are contacted when a child is injured and the injury appears serious or appears to require medical attention.
- Emergency contacts will only be called if the parents cannot be reached.
- Minor injuries will be taken care of in the health room and the child returned to class.
- An ill or injured student may be released to the emergency contact if the parent cannot be reached.
- **Please make sure we have your most current contact information and up-to-date emergency contacts.**

### **AFTER SCHOOL ARRANGEMENTS**

- Students go home each day as directed by the parent/guardian on the transportation form.
- Walkers should go straight home or to daycare.
- Bus riders get off at their assigned stop and then go directly home or to daycare.
- All students being picked up need to be picked up by 2:30 Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays children need to be picked up by 12:50.
- Veneta Elementary does not offer after school supervision or programs. However Sweet Cheeks Childcare does offer an afterschool program at Veneta Elementary. It is a private afterschool program and there is a cost involved. Please contact 541-357-2878 for more information.
- **Children going somewhere different after school must bring a note or parents must call before 1:00 pm Mondays, Tuesdays, Thursdays, and Fridays. Please call before 11:30 on Wednesdays. Parents must provide the full address and bus number of where their child is going after school when calling for a bus pass. Federal law prohibits the school from giving out that information.**
- Children will go home by their regular method unless we receive a note or hear directly from a parent/guardian.
- Children who normally ride the bus cannot walk home without parents notifying the school.
- We assume that children who ride their bikes to school can ride them home.

**PLEASE NOTE: Each day the office writes several notes and bus passes changing after school plans for children. In the past, some parents have changed their children's plans on a daily basis. We simply cannot accommodate repeated and/or frequent changes to after school plans. Please help us keep things simple by keeping your child on a fixed schedule for their afterschool routine.**

## ARRIVAL AND DEPARTURE

In dropping off or picking up your child, please remember that our parking lot is a busy place. Following the rules below helps to ensure the safety of all students:

1. **Do not drop off your child before 7:30. There is no student supervision before 7:30. Students are not allowed in the building before 7:30.**
2. Please use the drop off lane in the morning. In the afternoon, please park and pick up your child.
3. Parents should only park in marked parking spaces.
4. The bus loop is for buses only during the school day, from 7 AM to 5 PM.
5. Students who ride their bicycles to school must wear helmets, park their bikes in the racks provided, and walk their bikes on school property. Students leave their bikes in the racks at their own risks- we recommend bike locks at all times.

7:30AM	School opens. Students may enter through the building through the gym.
7:50 AM	Students dismissed to go to classrooms unless they are eating school breakfast.
7:50 AM	FIRST BELL RINGS - All students need to be in their classrooms.
7:55 AM	Instruction Begins– Students are considered late if they are not in their classroom by 7:55
2:25 PM	Dismissal Mondays, Tuesdays, Thursdays, and Fridays
12:45 PM	Dismissal Every Wednesday for Early Release

## BUS INFORMATION

- Parents are required to know which bus their child rides to and from school.
- Bus routes may change over the summer. Parents should confirm bus routes by contacting the bus barn at 541-935-1969.
- Bus safety is very important. Students must be safe, respectful and responsible while on the bus and while at the bus stop. Bus privileges may be suspended for inappropriate behavior. Please see the bus rules at the back of this handbook for more information.
- If the bus is late or your child is not on the bus when it comes, please contact First Student at 935-1969 first, then the school if needed.

## CONFISCATED ITEMS

Please note that items not allowed at school will be confiscated by school staff. This can include, but is not limited to: electronic devices, toys, trading cards, lighters, knives, etc. The school principal will determine when and how confiscated items are returned to the student or the family.

## CRIMINAL HISTORY BACKGROUND CHECK

- All parent volunteers must fill out a district “criminal history verification” form. This form needs to be filled out each year in order to:
  - Volunteer in a classroom
  - Volunteer on a field trip
  - Ride the bus on a field trip
  - Volunteer for a special event in the school
  - Volunteer in any way that puts you in contact with students

## FIELD TRIPS

Parents may help chaperone and supervise students during field trips. The guidelines below outline our policies regarding field trips:

1. Volunteers must be on the current approved volunteer list and have a current approved criminal background check on file in the office. **The criminal history background check must be completed every year.**

2. It can take up to two weeks to process background checks. Please plan ahead if you want to chaperone a field trip. Completing the background check process in September is the best thing to do.
3. Permission for a child to ride to or home from a field trip in a private car with an adult other than their parent must be given by the parent to the office.
4. **Only the students in the classroom(s) of the participating teacher(s) may attend the field trip.** Under no circumstances are siblings or friends not in the same class permitted to attend.
5. Parents and/or legal guardians without approved criminal background checks are strongly discouraged from attending field trips. They may only do so if:
  - they drive their own personal vehicle (not ride the bus)
  - the field trip is to a completely public location
  - pay any appropriate admissions or fees themselves
  - do not interact with other children without the supervision of staff or approved chaperones

**PLEASE NOTE: Field trips are a privilege. To ensure student safety, students must have good behavior to be able to go on a field trip.** Individual teachers may also set behavior standards that students must meet to be able to participate on a field trip.

#### Homework

Beginning with the 2017-18 school year, Veneta Elementary will implement the following homework policy for grades K-3 and 4th/5th.

##### Kindergarten thru 3rd grade:

##### No Assigned Homework/ No Grade for Homework

- A.) **Optional Activities: At Teacher's Discretion, some things can be optional for extra practice. This could include sending spelling words home on Monday for parents who want to practice during the week, sending home the foldable books from Read Well or Journeys for extra reading. None of these optional activities will be included in a student's grade or reflected on their report card.**

Families will be encouraged to read with their children a minimum of 20 minutes per a night at the Kindergarten thru 2nd grade level and 30 minutes a night at the 3rd grade level.

- A.) **No reading logs or reading tracking sheets will be required. Reading logs or tracking sheets will not be included in a student's grade or reflected on their report card.**
- B.) **Teachers can motivate students to read through "Book Talks" or "Book Recommendations." Teachers can use optional reading sheets as an incentive i.e. all students who return a book log go into a weekly drawing or by participating in reading incentive programs like those offered by Pizza Hut. However any optional reading tracking sheets should not require parent signature.**

#### 4th and 5th grade

##### Students are encouraged to read 30 minutes EACH night

- A.) **No reading logs or reading tracking sheets will be required. Reading logs or tracking sheets will not be included in a student's grade or reflected on their report card.**
- B.) **Teachers can motivate students to read through "Book Talks" or "Book Recommendations." Teachers can use optional reading sheets as an incentive i.e. all students who return a book log go into a weekly drawing or by participating in reading incentive programs like those offered by Pizza Hut. However any optional reading tracking sheets should not require parent signature.**

- C.) **One short homework activity sheet can be required homework. For example at the 4th grade level, they require a math fact fluency practice page where students practice their math fact fluency for 10 minutes total over the course of the week.**
- D.) Optional Activities: At Teacher's Discretion, some things can be optional for extra practice. This could include sending spelling words home on Monday for parents who want to practice during the week or a Weekly Reader as an optional assignment. None of these optional activities will be included in a student's grade or reflected on their report card.

Unfinished Work can be Taken Home as Homework

Larger projects (like a report) may have elements that students work on at home. For example, students who are asked to do a presentation on a native American tribe, may do the research and written work at school, but build the diorama at home.

#### **ILLNESS**

- Students with temperatures above 100.0 degrees, who are vomiting, have diarrhea or who have an infectious condition will be sent home.
- Children should stay home for 24 hours after having vomited. Children should also be kept home from school when suffering from a severe cold, high temperature, infection, diarrhea, etc.
- Children experiencing difficulty breathing or shortness of breath, or a serious and sustained cough should be kept home.
- Children with conditions such as scabies, impetigo, or head lice, must be accompanied to school by their parents and checked in the health room to ensure that they are free of the condition before going to class.
- Please make sure that contact information is kept current and the school knows where to reach you if needed.
- Our guidelines come from ODE and the Department of Health and Human Services as well as district policy.
- Our secretaries are **not** licensed health care professionals. Please contact your family doctor if you have medical concerns or questions.

#### **INSURANCE**

- The school offers school insurance through an outside company not associated with Fern Ridge School District. Applications are available in the office and during registration.
- **Veneta Elementary DOES NOT carry insurance that covers your child if they are hurt at school.**
- **Information about student insurance can be found on the VES website.**

#### **LEGAL ISSUES**

- Children must be registered in their full, legal name. Your child can go by a different name, but all school records must be kept under their legal name.
- While all parents care about their children, sometimes conflicts arise regarding child custody, visitation, etc. The school is a neutral party focused on the educational needs of the student. To protect the right of parents and/or guardians, state law requires that if one parent wants to limit the rights of another, they must provide the school with current legal documentation pertaining to visitation, custody, etc.
- The school cannot deny a non-custodial parent access to a child unless there is a court order on file in the school office. The school must follow the most recent official legal documentation that we have on file.

#### **LICE**

- A student with a suspected case of head lice will be referred to the school nurse or administrator for assessment. A student found with live lice may be excluded from school.

A parent of the student will be notified and treatment will be requested. A student excluded from school that has been treated will be readmitted after an assessment by designated personnel. The student may be subject to periodic checks.

The successful treatment of head lice requires a coordinated approach and may involve the use of anti-lice products, combing and implementation of preventative measures recommended by health authorities. Treatment information will be provided by the district to the parents of students found to have contracted head lice.

More information on lice can be found at [www.cdc.gov/parasites/lice/head/](http://www.cdc.gov/parasites/lice/head/)

## **MEDICATIONS**

At times, your child may need to take medication at school. We are happy to help when medication **must** be taken during school or there are recurring medical issues such as asthma, headaches, etc. Many medications that need to be taken 3 times daily can be taken at breakfast, when your child returns home, and before bedtime. This eliminates the need for medications at school. For those medications that **must** be administered or available during school hours, the following guidelines will be strictly followed:

1. All medication **must** be turned into the office by the parent. Parents must complete the appropriate paperwork and sign a release.
2. Over the counter medication must be unopened in the original container.
3. Prescription medication must be in the original container with the prescription label on it.
4. Over the counter drugs can only be administered as directed on the packaging. Prescription drugs can only be administered according to the doctor's instructions.
5. Instructions from the doctor that include the student's name, name of drug, dosage, and time to be taken must accompany prescription medication.
6. Medication should never be sent to school with the students.
7. At the end of the school year, medications must be picked up by the parent. They cannot be returned to the student. Any medication not picked up by the time the office closes for the summer will be destroyed.
8. Cough drops should be given to the classroom teacher to distribute to the student when needed.

## **Missed Work**

- Missed work may only be requested when a child is absent for **2** or more days.
- When requesting missed work, please call before 7:30 a.m. and plan to pick up homework between 2:30 & 3 p.m., otherwise it can be picked up the next school day.
- If your child has a brother or sister in another classroom, missed work can be sent home with them if the request is made before 7:25 AM.
- Students who have been absent two or more days can also ask their teacher for any missing work when they return to class.

## **PARENT CONCERNS**

When you have a concern about your child's academic progress, attendance, grades, assignments, or behavior, please contact their teacher first. If the problem is not resolved with the teacher, then please feel free to contact

## **PARENT INVOLVEMENT**

There are many opportunities for families to become involved at Veneta Elementary.

- Parents can learn about these opportunities through:
  - a) Text Messages from VES (sign up on the school website- [www.fernridge.k12.or.us/venetaele/](http://www.fernridge.k12.or.us/venetaele/))
  - b) Attending PALS meetings every second Tuesday at 6:30 PM

- c) Classroom newsletters
  - d) School newsletters
  - e) Reader board
  - f) School website ([www.fernridge.k12.or.us/venetaele/](http://www.fernridge.k12.or.us/venetaele/))
  - g) Facebook (Search for Veneta Elementary PALS)
  - h) Autodialer phone system
  - i) Remind text
- VES has parent teacher conferences twice a year. All parents are invited to the fall conferences and the spring conferences are by request. Report cards are given during conferences.
  - Students of parents not attending conferences will bring their report card home.
  - End of the year report cards are mailed home after school is out.
  - Parents have many opportunities to volunteer at Veneta Elementary.
  - All volunteers must pass a background check each year.
  - **Parents are encouraged to join our Parent Action League for Students (PALS) and become involved in our school community. PALS meets the 2<sup>nd</sup> Tuesday of each month at 6:30. Childcare is provided.**
  - Veneta also hosts several fun and informative family nights during the school year.

#### **PARTIES**

- Classrooms have parties for different occasions.
- Only store bought and individually wrapped food items can be given to students.
- Individual teachers have different practices regarding birthday parties. **Parents must contact their child's teacher before bringing treats to the classroom.**
- Please do not send party invitations to school, unless all the students in the classroom are invited.
- **Balloons, stuffed animals, or flowers delivered to your child cannot be taken home on the bus.** They will be delivered to the student during the last 10 minutes of school in order to avoid disrupting class.

#### **PICKING UP YOUR CHILD DURING THE SCHOOL DAY**

- The time your child spends in the classroom is important. Please try to avoid making appointments or plans that take your child out of school.
- All students leaving during the school day must be signed out by a parent or guardian through the office.
- We will not release students to individuals other than their parents/guardians without a note or a phone call from the custodial parent, even if they are the child's emergency contact list.
- Parents should not remove students from the school building or the playground without notifying the office first and signing their student out.

#### **RETENTION**

- Sometimes children need to repeat a grade.
- Veneta Elementary follows district guidelines when deciding whether a child should be retained.
- If your child might be retained, you will be notified early in the process. Final retention decisions will be made by June 1<sup>st</sup>.
- Parents who disagree with the decision may appeal to the superintendent.

#### **RESPONSE TO INTERVENTION: A MODEL TO HELP STUDENTS SUCCEED IN READING**

- Response to Intervention or RTI is an instructional model that helps us monitor student progress in reading and intervene when they are struggling.
- All students are given reading assessments three times a year (September, January, and May).
- Once assessed, students are assigned to a Tier.
  - Tier One: At grade level, receive only classroom based instruction
  - Tier Two: Slightly below grade level, receive 30 minutes of supplemental instruction/support
  - Tier Three: Severely below grade level, receive 30+ minutes of intensive instruction and support
- Teachers review student progress and performance on a regular basis.

- Students who receive additional support and continue to struggle may be referred for a special education evaluation. Parents will be informed if an evaluation is being considered.

### **SCHOOL CLOSURES AND DELAYS**

In case of a school delay or school closure:

1. Notice of school closure will be broadcast over participating radio and TV stations. VES will also send a text message to all parents who subscribe to our text messaging system. To subscribe. Text @68d3g2 to 81010
2. Decisions on school delays or closures will be made by 6:00 a.m. and should be broadcast by 6:30 a.m.
3. Parents can also check online at ValleyInfo.Net.
4. When school is closed due to inclement weather, all after school and evening activities will be canceled.
5. The decision to close or delay school can change so please stay tuned for updates.

In case of a school closure ***after students have arrived at school:***

- Every attempt will be made to contact a parent/guardian. No child will be released or put on a bus unless contact has been made with a parent/guardian or an emergency contact. If possible, parents will be alerted through our text message system.
- If parents/emergency contacts cannot be reached, students will be kept at school until contact is made. Students will need to be picked up if contact is not made before the buses leave.
- Parents are encouraged to pick their child up once a closure has been announced. Parents must sign their child out.
- **Please ensure that we have current contact information including where you can be reached during the school day.**
- School closure information is also available via radio, television, the District's website, and the District's auto-dialer.

### **SCHOOL SUPPLIES**

The Elementary schools in Fern Ridge School District have a "supply fee" of \$30. This fee eliminates the need for parents/students to shop for any school supplies other than a backpack and appropriate shoes for PE. Supply fees are due at registration.

### **STUDENT PLACEMENT POLICY**

- Teachers place students in classrooms after careful consideration and extensive discussion.
- Parents may request a specific teacher using the official form.
- Notice about teacher request window will go out prior to the request window.
- **These requests will be considered, but cannot always be accommodated.**
- We do not post class lists until the week before school starts.

### **VISITORS**

- **All visitors, including parents, must report to the office, sign in, and wear identification badges.**
- No student expected to be in attendance at another school will be allowed to visit Veneta Elementary.
- ***We welcome parents as visitors in their child's classroom. However we ask that you call ahead and make arrangements to ensure that you don't come at a time that is disruptive for the classroom.***

### **VOLUNTEERS**

- **To volunteer at VES, a criminal history form must be approved each school year.**
- It takes 7 to 14 days to process a criminal history background check form.
- Volunteers must sign in at the office and wear a volunteer badge while in the building.
- We welcome volunteers in our classrooms and throughout our school.
- Veneta Elementary also hosts a SMART (Start Making A Reader Today) program where community members read to younger children. If you are interested in volunteering for SMART, contact the

school office for more information. SMART volunteers donate just one hour a week and make a huge difference in the life of the child they work with.

### **A Special Note to Parents:**

We believe that elementary school is a special time as students grow academically, emotionally, and socially. We love watching them explore who they are as individuals and how they fit into the world around them. We believe that all students need to focus on making friends and building friendships rather than boy/girl relationships while at school. The school day should be focused on student learning and development of social skills. We ask that students conduct themselves in an age-appropriate manner at all times. No public displays of affection (hand holding, kissing, etc) are allowed at VES.

If you have any questions about this, please feel free to contact your child's teacher.

## **Section Two: Student Information**

### **CELL PHONES**

Students who bring cell phones to school must keep them in backpacks and turned off during school. **Students cannot use their cell phones for any purpose during the school day.** Students who use their cell phones at school will have their cell phones confiscated.

### **DRESS CODE**

In addition to the standards included in the student's rights and responsibilities handbook, please be aware of the following dress code standards for VES:

- Students have outdoor recess all year long. Please dress children in layers that can be adjusted for the weather.
- No garments that are excessively brief or display too much "bareness". This may include halter tops, midriffs, net tops, or tank tops. No midriff should show when arms are raised above the head, and shoulder "straps" should be at least 2" in width. Skirts and shorts must be longer than fingertips when arms are straight.
- Undergarments cannot show.
- Clothing must be worn in an appropriate fashion. Pants worn in a sagging fashion will not be allowed. Waistbands of pants must be worn around the waist. Belts should be worn if pants will not stay up.
- Students must be able to run and play in their shoes. Shoes that allow students to participate at recess and during P.E. without restriction are encouraged. **Shoes such as flip flops or high heels are not allowed.**
- Shoes with built-in wheels are not allowed at school unless the wheel has been removed.

### **ELECTRONIC DEVICES**

- Students may not bring or play with Nintendo DS, Gameboys, I-PODs, MP3 players, electronic games, electronic pets, CD players or other personal electronic devices at school.
- Electronic devices will be confiscated if used or played with at school.
- Neither the school nor the district is responsible for the potential theft, loss, or damage of items brought to school or on the bus.
- Please check with individual teachers about the use of E-Readers such as the Kindle or the Nook or chrome books or laptops in the classroom.

### **FIELD TRIPS**

**PLEASE NOTE: Field trips are a privilege. To ensure student safety, students must have good behavior to be able to go on a field trip.** Individual teachers may also set behavior standards that students must meet to be able to participate on a field trip.

### **GUM**



Chewing gum at school or on school grounds is not allowed except in the computer labs during state testing.

#### **LOST AND FOUND**

- Our lost and found is in the main hallway.
- Smaller items are in the office.
- Please put names on outer clothing and lunch boxes.
- Unclaimed lost and found items are donated to charity at the end of each school quarter or sooner.
- Parents can contact the bus barn at 935-1969 for items lost on the bus.

#### **PERSONAL PROPERTY**

- We are not responsible for items that are lost, misplaced, stolen, or broken at school or on the bus.
- Students should not bring large sums of money to school. The school is not responsible if students bring money that gets lost or stolen.
- Please do not let your child bring toys to school unless permission is given by their teacher. Children cannot bring soccer balls, basketballs, footballs, or other types of playground equipment to school.
- **Toys of any kind** are not allowed at school without the permission of the classroom teacher. If you are not sure if something is a toy, please contact your child's teacher.
- At no times are students allowed to bring toys of any kind to lunch or to recess, even if that toy is allowed in the classroom.
- Students cannot bring trading cards of any kind to school. Trading cards brought to school will be confiscated.
- **At no time should students bring toy guns to school. Bringing a toy gun to school will result in immediate consequences up to and including suspension.**
- Students cannot deface property while at school. This includes tearing, cutting or damaging things that belong to them or to the school.

#### **RECESS**

- All children play outside during recess.
- Recess is generally outdoors regardless of the weather.
- There is a covered play area and children should stay as dry as possible.
- Students are not allowed in the rain without a hat, a coat, or an umbrella.
- Students cannot reenter the building during recess without staff permission.

#### **SCHOOL PROPERTY**

- Students will treat school property (desks, textbooks, classroom items, school fixtures, playground equipment, etc.) in a respectful and responsible manner.
- Students who damage school property will pay for damaged property to be repaired or replaced.

#### **SPIRIT DAYS**

- Spirit Days are special theme days where students can dress up.
- Dress guidelines still apply for spirit day unless exceptions are noted.

## **Section Three: Lunch, Breakfast, and Food Guidelines**

#### **WELLNESS POLICY**

- Veneta Elementary promotes healthy children by supporting good nutrition, physical activity and healthy habits.
- There are specific guidelines regarding what snacks can be provided at school.
- A copy of the approved list is at the end of this section.

#### **FEDERAL FREE AND REDUCED FOOD PROGRAM**

- Free or reduced lunches and breakfast are available to children whose families qualify financially.
- Applications are available in the office.
- Applications are accepted throughout the year.

- All information is kept confidential.

#### **BREAKFAST INFORMATION**

- Breakfast is served from 7:30 a.m. to 7:50 a.m. in the gym. Students who get free/reduced lunch also qualify for a free/reduced breakfast.
- We stop serving breakfast at 7:50.
- Please do not send food items with your child to eat or drink before school begins. They may eat at home or eat a school breakfast.
- Money placed in a child's lunch account can be used to purchase breakfast as well.

#### **LUNCH INFORMATION**

- Lunch is served each day in the cafeteria.
- Parents put money into their children's account that is "withdrawn" when their child eats breakfast or lunch.
- Notice will be sent home when your child's account is overdrawn.
- **Parents can check how much money is in their child's account and add money to that account online by going to [www.myschoolbucks.com](http://www.myschoolbucks.com) A student ID number is needed. Most students know their ID number, but if they don't parents can call the school office for the number.**
- Money can be added to your child's account in the morning when the kitchen is open.
- Checks should be made out to Fern Ridge Lunch Fund.
- Children with food allergies should have a doctor's note on file in the office indicating which items and the degree of severity.
- Please do not send soda pop or candy with your child's lunch. Do not send glass bottles or aluminum cans either.
- Lunch Menus are sent home monthly and can also be found online at <http://www.fernridge.k12.or.us/food-services/>
- FRSD contracts with Chartwells to provide food services. **Concerns related to lunch accounts should be addressed directly with the kitchen, by phone or in person, before 1:15 PM. Parents can also contact the district director for Chartwells, Dennis Standers at 541-935-8200 ext. 1401**

#### **HEALTHY/PARTY/SNACK GUIDELINES**

- Childhood obesity can be preventable through diet and regular physical activity.
- Healthy eating patterns and increased physical activity are essential for all children. In 2004 Congress passed a law requiring that schools establish local wellness policies.
- Healthy foods are generally defined as having low fat, low sugar, low salt, and small portion. Healthy foods incorporate whole grains, fresh fruits, fresh vegetables, and low fat dairy products. They limit highly processed, refined foods, and foods with artificial colors, flavors, etc.

Please adhere to the following list when sending snacks for your child’s classroom:

Suggested Food Ideas:	Foods To Avoid:
<p>Beverages:</p> <ul style="list-style-type: none"> <li>Low fat or nonfat plain milk</li> <li>100% fruit juice</li> <li>Water</li> <li>Flavored/sparkling water without added sugars or sweeteners</li> <li>Sparkling punch (seltzer and 100% fruit juice)</li> </ul> <p>Fruit smoothies</p> <p>Fresh fruit</p> <p>Cheese (non processed)</p> <p>Fruit salad</p> <p>Dried fruit or fruit leather with no added sugar</p> <p>Vegetables</p> <p>Low fat dips</p> <p>Salsa</p> <p>Low fat tortilla chips</p> <p>Pretzels</p> <p>Air-popped popcorn</p> <p>Rice cakes</p> <p>Whole grain breads</p> <p>Bread sticks</p> <p>Whole grain crackers</p> <p>Graham crackers</p> <p>Animal crackers</p> <p>Angel food cake</p> <p>Fig bars</p> <p>Whole grain cookies with nuts or raisins</p> <p>Waffles or pancakes</p> <p>Low fat or nonfat yogurt</p> <p>Trail Mix</p> <p>Nuts and Seeds</p> <p>Peanut Butter</p>	<p>Foods of Minimal Nutritional Value are defined by the U.S. Department of Agriculture. A complete definition is available on the USDA website: <a href="http://www.fns.gov/end/menu/fmnv.htm">http://www.fns.gov/end/menu/fmnv.htm</a></p> <p>Foods of minimal nutritional value include:</p> <ul style="list-style-type: none"> <li>Soda water (regular or diet soda)</li> <li>Water ices</li> <li>Chewing gum</li> <li>Certain candies made predominantly from sweeteners or artificial sweeteners</li> <li>Hard candy such as sour balls, fruit balls, candy sticks, lollipops, mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops.</li> <li>Jellies and gums, such as gum drops, jelly beans, jellies, and fruit-flavored slices.</li> <li>Marshmallow candies</li> <li>Fondant such as candy corn</li> <li>Licorice</li> <li>Spun candy (cotton candy)</li> <li>Candy coated popcorn</li> </ul> <p><b>This does not include all types of candy. Milk chocolate and other candy with more nutrients, for example, would be allowed.</b></p>

## Section Four: Student Behavior and Conduct

### BEHAVIOR PROGRAM/STUDENT INCENTIVES

- All students have the right to a positive and safe learning environment.
- Veneta Elementary School is a “Positive Behavior Interventions and Supports” or PBIS school.
- PBIS teaches students clear expectations and reinforces positive behavior.
- **Veneta Elementary students are expected to be safe, respectful, and responsible at all times. This includes while attending district sponsored events in other buildings such as football games, high school plays, etc.**
- Consequences for misbehavior range from a conference with the principal to a multiple day suspension.
- Students receive “Kudos” for good behavior that can be redeemed regularly for prizes and rewards.
- Students also earn “Recess Reward Tickets” for good behavior during recess or “Bus Reward Tickets” for good behavior on the bus. Students can win prizes if their names are drawn.
- “Class Act” tickets are given when the whole class is safe, responsible, or respectful. When a class earns enough “Class Act” tickets they get a reward.

### BUS RULES

Students are expected to maintain positive and safe behavior at all times on the school bus. **State law** (OAR 581-53-010) requires the following rules for student behavior on school buses:

1. Students must obey the driver.
2. Fighting, wrestling, or playing around is not allowed on the bus.
3. The emergency door is only for emergency use.
4. Students must be on time for the bus.
5. No animals, weapons, or hazardous items are allowed on the bus.
6. Students must stay in their seats.
7. The bus driver may assign seats.
8. Students must cross the road in front of the bus.
9. Students must keep their hands, feet, and heads inside the bus.
10. Students cannot open windows without permission.
11. Students must talk in quiet voices and use appropriate language.
12. Students may not damage the bus.
13. Students must be respectful towards others.
14. Students that don't follow directions may be suspended from the bus.

**BULLYING**

Additional information can be found in the nondiscrimination and harassment section of the Student Rights and Responsibilities Handbook.

Students are not allowed to bully, intimidate, or harass other students.

Harassment is when a student abuses another because of their race, religion, color, disability, etc. Harassment can be nonverbal, verbal, written, or physical.

Bullying is ongoing behavior that physically harms a student or damages their property, places them in reasonable fear of physical harm, and creates a hostile educational environment.

At the elementary level, harassment and bullying can range from name calling to acts of physical intimidation. If your child feels like they are being bullied, they need to talk to their classroom teacher or to the building principal so we can help put an end to the problem. Children who engage in bullying or harassment will face serious disciplinary consequences.

**WEAPONS/THREATS OF VIOLENCE**

- Veneta has a zero tolerance policy towards all weapons and/or violent threats.
- Students cannot bring any weapons to school, including toys that look like weapons.
- Knives, including pocket knives, are considered weapons.
- Students bringing weapons, including toy weapons, or making violent threats at school face serious disciplinary consequences




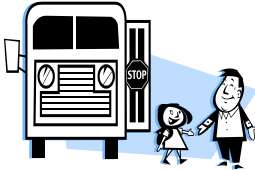

**Veneta Elementary School Rules**

	<b>Safe</b>	<b>Respectful</b>	<b>Be Responsible</b>
<b>ARRIVAL AND DISMISSAL</b>	<ul style="list-style-type: none"> <li>• Use sidewalks and crosswalks</li> <li>• Step off bus carefully</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Enter through the front doors before 7:50</li> <li>• Walk bikes on school property</li> <li>• Bike riders must wear helmets</li> <li>• Walk to and from the buses</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions given by staff</li> <li>• Follow bus driver's directions</li> <li>• Remove hats before entering school</li> <li>• Treat others with respect</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Get permission before bringing notes to the office</li> <li>• Ask permission to use the phone in the classroom if needed</li> <li>• Put money on your lunch account before the bell rings</li> </ul>

<b>HALLWAYS</b>	<ul style="list-style-type: none"> <li>• Walk facing forward</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Stay to the right</li> <li>• Keep shoelaces tied</li> <li>• Do not run or walk too fast</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Give others space</li> <li>• Hold the door for others</li> <li>• Keep body parts and objects away from walls</li> </ul>	<ul style="list-style-type: none"> <li>• Wait for an entire class to pass before proceeding</li> </ul>
<b>RESTROOMS</b>	<ul style="list-style-type: none"> <li>• Keep the bathroom clean and dry</li> <li>• Keep feet on floor</li> <li>• Wash hands with soap and water</li> <li>• Do not waste soap</li> <li>• Do not climb on stalls or fixtures</li> <li>• Do not play in the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Give others privacy</li> <li>• Wait patiently for your turn</li> <li>• Keep hands, feet, objects to self</li> <li>• Do not vandalize walls or surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Always flush</li> <li>• Always wash hands</li> <li>• Return to room promptly</li> <li>• Report problems</li> <li>• Put paper towels in the trash can</li> </ul>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>• Walk to the table</li> <li>• Hold the tray with both hands</li> <li>• Sit with feet on floor, bottom on seat, and face forward</li> <li>• Tell an adult if something spills</li> <li>• Keep all food to yourself</li> <li>• Food stays in cafeteria</li> <li>• Ask permission to use the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>• Use good manners</li> <li>• Be aware of your voice level</li> <li>• Allow anyone to sit next to you</li> <li>• Do not save seats or wait for your friends</li> <li>• Please clean up after yourself (including under the table).</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in next available seat</li> <li>• Raise hand and wait patiently to be excused</li> <li>• Raise hand if you need adult help</li> <li>• Take personal belongings with you when you leave</li> </ul>
<b>ASSEMBLIES</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to self</li> <li>• Use chairs safely</li> <li>• Allow space between one row and the next</li> <li>• Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Applaud appropriately</li> <li>• Listen with full attention-eyes, ears, and body</li> <li>• Sit so others can see</li> <li>• Do not talk while the speaker is talking</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive promptly</li> <li>• Follow signal</li> <li>• Leave in an orderly fashion as instructed by your teacher</li> </ul>
<b>P.E./GYM</b>	<ul style="list-style-type: none"> <li>• Keep control of your body</li> <li>• Use equipment correctly</li> <li>• Be aware of activities around you</li> <li>• Be aware of other students around you</li> <li>• Follow the teacher's directions at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good sport</li> <li>• Encourage others</li> <li>• Be a team player</li> <li>• Play fairly</li> <li>• Follow the rules of the game</li> </ul>	<ul style="list-style-type: none"> <li>• Return equipment to the proper place</li> <li>• Take personal belongings with you when you leave</li> <li>• Use equipment only as directed</li> </ul>
<b>LIBRARY</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself</li> <li>• Push in chairs when leaving</li> <li>• Put pencils/shelf markers back where they belong</li> <li>• Use shelf markers appropriately so that you can put books back</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices only</li> <li>• Listen carefully and with respect</li> <li>• Respect books and other school property</li> <li>• Walk</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Use materials</li> <li>• Put items where they belong</li> <li>• Take personal belongings with you when you leave</li> </ul>
<b>COMPUTER LAB</b>	<ul style="list-style-type: none"> <li>• Push in chairs and stools when leaving</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Use chairs and stools safely</li> <li>• Only visit sites you are directed to</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Respect property</li> <li>• Follow directions</li> <li>• Hands to your own computer</li> <li>• Do not touch another student's computer or headphone</li> </ul>	<ul style="list-style-type: none"> <li>• Use computers correctly</li> <li>• Clean your space</li> <li>• Take personal belongings with you when you leave</li> <li>• Stay on task</li> </ul>
<b>OFFICE</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself</li> <li>• Get adults attention appropriately and respectfully</li> </ul>	<ul style="list-style-type: none"> <li>• Wait quietly for help</li> <li>• Use quiet voices</li> <li>• Do not enter the office without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Know why you are in the office</li> <li>• Know who you need to speak to</li> </ul>

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<b>PLAYGROUND</b>	<ul style="list-style-type: none"> <li>Walk to and from the playground</li> <li>Use equipment appropriately</li> <li>Keep hands, feet and objects to yourself</li> <li>Stay within boundaries</li> <li>Follow playground rules</li> <li><b>Walk on the blacktop at all times</b></li> </ul>	<ul style="list-style-type: none"> <li>Follow instructions</li> <li>Play fairly</li> <li>Include everyone</li> <li>Listen for whistle, freeze, wait for instructions</li> <li>No put downs or insults of any kind</li> </ul>	<ul style="list-style-type: none"> <li>Ask permission before leaving area</li> <li>Treat equipment with respect</li> <li>Wait quietly in line until excused</li> </ul>
<b>RAINY DAY AND INDOOR RECESS</b>	<ul style="list-style-type: none"> <li>Walk to and from the playground</li> <li>Use equipment appropriately</li> <li>Keep hands, feet and objects to self</li> <li>Stay within boundaries</li> <li>Be aware of what's going on around you</li> <li>Follow wet playground rules</li> </ul>	<ul style="list-style-type: none"> <li>Follow all duty's instructions</li> <li>Include everyone</li> <li>Treat others kindly</li> <li>Listen for whistle, freeze, wait for instructions (rainy day recess)</li> <li>Help with cleanup (indoor recess)</li> </ul>	<ul style="list-style-type: none"> <li>Stay as dry as possible</li> <li>Treat equipment with respect</li> <li>Wait quietly in line until excused</li> </ul>
<b>FIELD TRIPS</b>	<ul style="list-style-type: none"> <li>Stay with group</li> <li>Follow bus rules</li> <li>Walk safely</li> <li>Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions of adult leaders</li> <li>Be polite to others</li> <li>Listen with full attention</li> </ul>	<ul style="list-style-type: none"> <li>Set a good example</li> <li>Take care of your belongings</li> <li>Clean up after yourself</li> </ul>
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>Use chairs safely</li> <li>Keep hands, feet and objects to yourself</li> <li>Follow your individual classroom rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Respect rights and property of others</li> <li>Treat your teacher with respect</li> <li>Be respectful to classmates and adults</li> <li>Use positive and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Be prepared</li> <li>Stay on task</li> <li>Take responsibility for your own learning</li> <li>Do your work</li> </ul>
<b>FIRE DRILL</b>	<ul style="list-style-type: none"> <li>Exit quickly and quietly</li> <li>Walk with your class to your assigned spot</li> <li>Line up facing away from building</li> <li>Listen for the teacher to call your name</li> <li>Rejoin your class when told to by staff</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Be polite</li> <li>Stay in your place in line and remain quiet</li> <li>Face away from the building</li> </ul>	<ul style="list-style-type: none"> <li>Wait for all clear signal then return to class</li> <li>Return to class quietly and follow your teacher's directions</li> </ul>
<b>EARTHQUAKE DRILL</b>	<ul style="list-style-type: none"> <li>Drop and cover</li> <li>Remain in your area until told to evacuate by an adult</li> <li>Walk quietly to assigned spot, exiting through nearest appropriate door</li> <li>Rejoin your class when told</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Be polite</li> <li>Stay calm</li> </ul>	<ul style="list-style-type: none"> <li>Quietly "drop and hold" until told to evacuate</li> <li>Follow your teacher's directions to leave your classroom in an orderly manner.</li> </ul>
<b>POWER OUTAGE</b>	<ul style="list-style-type: none"> <li>Follow the directions of the adult supervising you.</li> <li>Stay calm.</li> <li>Do not yell, scream, or otherwise act out</li> <li>Stay in your classroom</li> </ul>	<ul style="list-style-type: none"> <li>Do not talk while the teacher is talking</li> <li>Stay calm</li> <li>Talk in a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Help others to follow directions</li> </ul>

<b>BUS</b>	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<b>Waiting for the bus</b> 	Remain at a safe distance from where the bus stops (4 giant steps from the bus).	Arrive at the bus stop 5 minutes before your scheduled pick up time.	Use appropriate language, topics, tone, and volume.
	Keep hands, feet, and objects to yourself	Keep your bus stop area neat and clean	Report Bullying
<b>Entering the bus</b> 	Listen and watch for driver directions	Be seated quickly and stay seated	Use appropriate language, topics, tone, and volume.
	Keep hands, feet, and objects to self		
<b>Riding the Bus</b> 	Stay seated facing forward	Follow driver directions at all times	Use appropriate language, topics, tone, and volume.
	Keep aisles and emergency exits clear	Keep your area on the bus clean-No Littering	Report Bullying
	Keep self and objects inside the bus	Stay seated unless driver gives permission.	Keep personal electronic devices to yourself
	Keep hands, feet, and objects to self		
<b>Exiting the bus</b> 	Listen and watch for driver directions	Take all personal items when exiting buses	Take turns exiting seats
	Keep hands, feet, and objects to yourself	Report vandalism	Use appropriate language, topics, tone, and volume.
	Walk down steps one at a time holding the handrail.	Report to the driver if you see a student sleeping or hiding on the bus.	Report Bullying
<b>Evacuation</b> 	Listen and watch for directions	Follow driver directions	Exit quickly and safely
	Stay quiet	Help others when appropriate	
	Leave belongings on bus		

## Veneta Elementary School Contact Information

**Phone: 541-935-8225**

**Fax: 541-935-8228**

Physical Address: 88131 Territorial Road, Veneta, Oregon 97487

Mailing Address: P.O. Box 370, Veneta, Oregon 97487

Fern Ridge School District Office: 541-935-2253

First Student (Bus Barn): 541-935-1969

Below is a list of extensions and email addresses for Veneta Staff for the 2017-18 school year. Please be aware that teachers are with students from 7:30 to 2:25 and are not available by phone during that time. You are welcome to leave a message on their

EXT.	NAME	ASSIGNMENT	ROOM	EMAIL ADDRESS
Ext.	Name	Assignment	Room	Email
5300	Janet Baker	Media Assistant	Library	<a href="mailto:jbaker@fernridge.k12.or.us">jbaker@fernridge.k12.or.us</a>
5220	Jessica Alansky	Assistant Secretary	Office	<a href="mailto:jalansky@fernridge.k12.or.us">jalansky@fernridge.k12.or.us</a>
5201	Lisa Leatham	Principal	Office	<a href="mailto:lleatham@fernridge.k12.or.us">lleatham@fernridge.k12.or.us</a>
5200	Lorie Haffner	Secretary	Office	<a href="mailto:lhaffner@fernridge.k12.or.us">lhaffner@fernridge.k12.or.us</a>
5123	Kristin McLean	Behavior Specialist	23	<a href="mailto:kmclean@fernridge.k12.or.us">kmclean@fernridge.k12.or.us</a>
5103	Courtney Christensen	SLC Classroom	3	<a href="mailto:cchristensen@fernridge.k12.or.us">cchristensen@fernridge.k12.or.us</a>
5124	Simone D'Aubigne	ELD Teacher	24	<a href="mailto:sdaubigne@fernridge.k12.or.us">sdaubigne@fernridge.k12.or.us</a>
5101	Reine Peirce	Kindergarten	1	<a href="mailto:rpeirce@fernridge.k12.or.us">rpeirce@fernridge.k12.or.us</a>
5102	McKenzie Durham	Kindergarten	2	<a href="mailto:mdurham@fernridge.k12.or.us">mdurham@fernridge.k12.or.us</a>
5115	Kasey Cutsforth	First Grade	15	<a href="mailto:kcutsforth@fernridge.k12.or.us">kcutsforth@fernridge.k12.or.us</a>
5118	Rochelle Orme	First Grade	18	<a href="mailto:rorme@fernridge.k12.or.us">rorme@fernridge.k12.or.us</a>
5114	Corinne Messman	Second Grade	14	<a href="mailto:cmessman@fernridge.k12.or.us">cmessman@fernridge.k12.or.us</a>
5120	Deanna Greene	Second Grade	20	<a href="mailto:dgreene@fernridge.k12.or.us">dgreene@fernridge.k12.or.us</a>
5105	Mike Guill	Third Grade	5	<a href="mailto:mguill@fernridge.k12.or.us">mguill@fernridge.k12.or.us</a>
5119	Angie Pebworth	Third Grade	19	<a href="mailto:apebworth@fernridge.k12.or.us">apebworth@fernridge.k12.or.us</a>
5109	Kyle Moeller	Fourth Grade	9	<a href="mailto:kmoeller@fernridge.k12.or.us">kmoeller@fernridge.k12.or.us</a>
5110	Mirka Chen	Fourth Grade	10	<a href="mailto:mchen@fernridge.k12.or.us">mchen@fernridge.k12.or.us</a>
5111	Amanda Johnson	Fourth Grade	11	<a href="mailto:Ajohnson2@fernridge.k12.or.us">Ajohnson2@fernridge.k12.or.us</a>
5107	Erika McGuire	Fifth Grade	7	<a href="mailto:emcguire@fernridge.k12.or.us">emcguire@fernridge.k12.or.us</a>
5108	Michelle Markham	Fifth Grade	8	<a href="mailto:mmarkham@fernridge.k12.or.us">mmarkham@fernridge.k12.or.us</a>
5112	Rebecca Hauge	SpEd Teacher	12	<a href="mailto:rhaug@fernridge.k12.or.us">rhaug@fernridge.k12.or.us</a>
5122	Donna Jones	Speech/Lang. Specialist	25	<a href="mailto:djones@fernridge.k12.or.us">djones@fernridge.k12.or.us</a>
5121	Emily Bliven	Kindergarten	21	<a href="mailto:ebliven@fernridge.k12.or.us">ebliven@fernridge.k12.or.us</a>



# Elmira Elementary School

PARENT AND STUDENT HANDBOOK  
**2018-2019**



Home of the Eagles

541-935-8214

FAX: 541-935-8243

<http://www.fernridge.k12.or.us>



Dear Families,

On behalf of our entire school community, I'd like to welcome you to Elmira Elementary School, home of the Eagles! As you view information in our handbook and begin the school year with us, you will quickly find that Elmira Elementary is an established and collaborative community working hard to attend to the specific learning needs of every child.

The staff at Elmira value strong partnerships with each other, our families and the greater community. These relationships allow us to share resources and learn from one another to promote learning for all. We work hard to provide student centered curriculum and instruction that draws on our students' background knowledge and exposes them to new experiences applicable to our educational standards.

Beyond our strong focus in academics, Elmira also offers students a variety of other wonderful experiences! This year you will see a continued focus and awareness on the benefits of safe and healthy classrooms. We also stress that classroom treats provided by our families are healthy/nutritious and nut-free. Elmira Elementary is noted for our diverse assemblies, field trips multicultural experiences and exploration of the arts.

I encourage you to come to our Parent Teacher Association (PTA) Meetings on the third Tuesday of each month to gain information about our school and join their efforts in leaning about and supporting our community.

The best way to become familiar with our school is to become involved in our activities and programs. We welcome your involvement and look forward to another year working and learning with our students. Together we can continue to keep Elmira Elementary School a wonderful place where each child has a positive and successful learning experience.

**Michelle Marshall**

Principal

## Table of contents

### **Section One: School Procedures**

**Page 30**

Absences and Tardies  
Accidents and Injuries  
After School Arrangements  
Arrival and Departure  
Bus Information  
Confiscated Items  
Criminal History Background Check  
Field Trips  
Homework Requests  
Highly Qualified Staff  
Illness  
Insurance  
Legal issues  
Lice  
Medications  
Parent Concerns  
Parent Involvement  
Retention  
Response to Intervention  
School Closures and Delays  
School supplies  
Student Placement Policy  
Visitors  
Volunteers

### **Section Two: Student Information**

**Page 37**

Cell Phones  
Dress Code  
Electronic Devices  
Field Trips  
Lost and Found  
Personal Property  
Recess  
School Property  
Spirit Days

**Section Three: Lunch, Breakfast and Food Guidelines** **Page 39**

Wellness Policy  
Federal Free and Reduced Food Program  
Breakfast Information  
Lunch Information  
Healthy Party, Snack, Incentive Guidelines

**Section Four: Student Behavior and Conduct** **Page 41**

Behavior Program/Student Incentives  
Bus Rules  
Discipline Procedures  
Harassment/Bullying  
Weapons/Threats of Violence  
Elmira Elementary School Rules  
First Student and Fern Ridge School Bus Expectations  
Elmira Elementary School Contact Information

## Section One: School Procedures

### **ABSENCES AND TARDIES**

- Parents can inform the office of absences or tardies by calling the school before 8:30 a.m. or sending a note when the student returns to school.
- Extended absences planned in advance require teacher notification.
- School starts sharply at 7:55 a.m. Students are tardy if they are not seated in their classroom ready to go at 7:55 a.m. School runs from 7:55 a.m. until 2:25 p.m.
- Early release day is Wednesday and students are released at 12:45 p.m.
- Parents will be notified when a student has excessive absences/tardies. Parents may be cited for truancy if the problem continues.
- Parents can be cited for truancy when attendance falls below 80% whether or not those absences are excused.
- The principal makes the final decision on whether an absence is excused or unexcused.
- Parents have 48 hours after their child returns to school to inform the office of an absence. After that, the absence will be permanently unexcused.

***Students who miss school or are always late fall behind their peers. Please help your child to succeed by getting them to school on time each day.***

### **ACCIDENTS AND INJURIES**

- Parents or guardians are contacted when a child is injured and the injury appears serious or appears to require medical attention.
- Emergency contacts will be called if the parents cannot be reached.
- Minor injuries will be taken care of in the health room and the child returned to class.
- An ill or injured student may be released to the emergency contact if the parent cannot be reached.

***Please make sure we have your most current contact information and up-to-date emergency contacts.***

### **AFTER SCHOOL ARRANGEMENTS**

- Students go home each day as directed by the parent/guardian on the transportation form.
- Walkers should go straight home or to daycare.
- Bus riders get off at their assigned stop and then go directly home or to daycare.
- All students being picked up need to be picked up by 2:30 p.m.
- Children going somewhere different after school must bring a note or parents must call before 1:00 p.m. **Parents must provide the full address and bus number of where their child is going after school when calling for a bus pass.** Federal law prohibits the school from giving out that information.
- Children will go home by their regular method unless we receive a note or hear directly from a parent/guardian.

**PLEASE NOTE: Each day the office writes several notes and bus passes changing after school plans for children. In the past, some parents have changed their children's plans on a daily basis. Please help us keep things simple by keeping your child on a fixed schedule for their afterschool routine.**

## ARRIVAL AND DEPARTURE

In dropping off or picking up your child, please remember that our parking lot is a busy place. Following the rules below helps to ensure the safety of all students:

- 1. Do not drop off your child before 7:30 a.m. There is no student supervision before 7:30 a.m.**
2. Have your child come through the office when you drop him/her off.
3. Parents must only park in marked parking spaces.
4. **DO NOT** use the area near the gym for dropping off or picking up students. This is a buses only area.
5. Please use caution in the parking lot when entering, pulling through, and exiting. Do not pass other cars.
6. Please let the buses pull out first at the end of the school day.
7. Students who ride their bicycles to school must wear helmets, park their bikes in the racks provided, and walk their bikes on school property.

7:30 a.m.	School opens. Students may enter through the building through the gym.
7:45 a.m.	Students dismissed to go to classrooms.
7:55 a.m.	All students need to be in their classrooms.
2:25 p.m.	Dismissal

## BUS INFORMATION

- Parents are required to know which bus their child rides to and from school.
- Bus routes may change over the summer. Parents should confirm bus routes by contacting the bus barn at 541-935-1969.
- Bus safety is very important. Students must be safe, respectful and responsible while on the bus and while at the bus stop. Bus privileges may be suspended for inappropriate behavior.
- If the bus is late or your child is not on the bus when it comes, please contact First Student at 541-935-1969 first, then the school if needed.

## CONFISCATED ITEMS

Please note that items not allowed at school will be confiscated by school staff. This can include, but is not limited to: electronic devices, toys, trading cards, lighters, knives, etc. The school principal will determine when and how confiscated items are returned to the student or the family.

## CRIMINAL HISTORY BACKGROUND CHECK

- All school volunteers must fill out a district “criminal history verification” form. This form needs to be filled out each year in order to:
  - Volunteer in a classroom
  - Volunteer on a field trip
  - Ride the bus on a field trip
  - Volunteer for a special event in the school
  - Volunteer in any way that puts you in contact with students

## FIELD TRIPS

Parents may help chaperone and supervise students during field trips. The guidelines below outline our policies regarding field trips:

1. Volunteers must have a current approved criminal background check on file in the office. **These need to be completed every year.**
2. Permission for a child to ride to or home from a field trip in a private car with an adult other than their parent must be given by the parent to the office.
4. Parents and/or legal guardians without approved criminal background checks cannot attend field trips.
5. **PLEASE NOTE: Field trips are a privilege. To ensure student safety, students must have good behavior to be able to go on a field trip.** Individual teachers may also set behavior standards that students must meet to be able to participate on a field trip.

## HOMEWORK REQUESTS

- Homework may only be requested when a child is absent for **2** or more days.
- When requesting homework, please call before 7:30 a.m. and plan to pick up homework between 2:15 p.m. & 3:00 p.m., otherwise it can be picked up the next school day.
- If your child has a brother or sister in another classroom, the homework can be sent home with them if the request is made before 7:30 a.m.
- Students should ask their teacher for any missing work when they return to class if the absence is less than two days.

## ILLNESS

- Students with temperatures above 100.0 degrees, who are vomiting, have diarrhea or who have an infectious condition will be sent home.
- Children should stay home for 24 hours after having vomited. Children should also be kept home from school when suffering from a severe cold, high temperature, infection, diarrhea, etc.
- Children experiencing difficulty breathing or shortness of breath, or a serious and sustained cough should be kept home.
- Children with conditions such as scabies, impetigo, or head lice, must be accompanied to school by their parents and checked in the health room to ensure that they are free of the condition before going to class.
- Please make sure that contact information is kept current and the school knows where to reach you if needed.
- Our guidelines come from ODE and the Department of Health and Human Services as well as district policy.
- Our secretarial staffs are **not** licensed health care professionals. Please contact your family doctor if you have medical concerns or questions.

## INSURANCE

- The school offers school insurance through an outside company not associated with Fern Ridge School District. Applications are available in the office.



- **Elmira Elementary DOES NOT carry insurance that covers your child if they are hurt at school.**

## **LEGAL ISSUES**

- Children must be registered in their full, legal name. Your child can go by a different name, but all school records must be kept under their legal name.
- While all parents care about their children, sometimes conflicts arise regarding child custody, visitation, etc. The school is a neutral party focused on the educational needs of the student. To protect the right of parents and/or guardians, state law requires that if one parent wants to limit the rights of another, they must provide the school with current legal documentation pertaining to visitation, custody, etc.
- The school cannot deny a non-custodial parent access to a child unless there is a court order on file in the school office. The school must follow the most recent official legal documentation that we have on file.

## **LICE**

A student with a suspected case of head lice will be referred to the school nurse or administrator for assessment. A student found with live lice may be excluded from school. A parent of the student will be notified and treatment will be requested. A student excluded from school that has been treated will be readmitted after an assessment by designated personnel. The student may be subject to periodic checks.

The successful treatment of head lice requires a coordinated approach and may involve the use of anti-lice products, combing and implementation of preventative measures recommended by health authorities. Treatment information will be provided by the district to the parents of students found to have contracted head lice.

## **MEDICATIONS**

At times, your child may need to take medication at school. We are happy to help when medication **must** be taken during school or there are recurring medical issues such as asthma, headaches, etc. Many medications that need to be taken 3 times daily can be taken at breakfast, when your child returns home, and before bedtime. This eliminates the need for medications at school. For those medications that **must** be administered or available during school hours, the following guidelines will be strictly followed:

1. All medication **must** be turned into the office by the parent. Parents must complete the appropriate paperwork and sign a release.
2. Over the counter medication must be unopened in the original container.
3. Prescription medication must be in the original container with the prescription label on it.
4. Over the counter drugs can only be administered as directed on the packaging. Prescription drugs can only be administered according to the doctor's instructions.
5. Instructions from the doctor that include the student's name, name of drug, dosage, and time to be taken must accompany prescription medication.
6. Medication should never be sent to school with the students.
7. At the end of the school year, medications must be picked up by the parent. They cannot be returned to the student. Any medication not picked up by the time the office closes for the summer will be destroyed.
8. Cough drops should be given to the classroom teacher to distribute to the student when needed.

## PARENT CONCERNS

When you have a concern about your child's academic progress, attendance, grades, assignments, or behavior, please contact their teacher first. If the problem is not resolved with the teacher, then please feel free to contact the principal.

## PARENT INVOLVEMENT

There are many opportunities for families to become involved at Elmira Elementary.

- Parents can learn about these opportunities through:
  - a) Attending PTA meetings every third Tuesday at 6:00 p.m.
  - b) Classroom newsletters
  - c) School newsletters
  - d) Reader board
  - e) District website ([www.fernridge.k12.or.us/elmiraele/](http://www.fernridge.k12.or.us/elmiraele/))
  - f) Facebook (Elmira Elementary School – Mrs. Marshall)
  - g) Remind text messaging
  
- EES has parent teacher conferences twice a year. All parents are invited to the fall conferences and the spring conferences are by request. Report cards are given during conferences.
- Students of parents not attending conferences will bring their report card home.
- End of the year report cards are mailed home after school is out.
- Parents have many opportunities to volunteer at Elmira Elementary.
- All volunteers must pass a background check each year.
- **Parents are encouraged to join our PTA and become involved in our school community.**
- Elmira also hosts several fun and informative family nights during the school year.

## PARTIES

- Classrooms have parties for different occasions.
- Only store bought and individually wrapped food items can be given to students.
- Individual teachers have different practices regarding birthday parties. Parents must contact their child's teacher before bringing treats to the classroom.
- Please do not send party invitations to school, unless all the students in the classroom are invited.
- **Balloons, stuffed animals, or flowers delivered to your child cannot be taken home on the bus.** They will be delivered to the student during the last 10 minutes of school in order to avoid disrupting class.

## PICKING UP YOUR CHILD DURING THE SCHOOL DAY

- The time your child spends in the classroom is important. Please try to avoid making appointments or plans that take your child out of school.
- All students leaving during the school day must be signed out by a parent or guardian through the office.
- We will not release students to individuals other than their parents/guardians without a note or a phone call from the custodial parent, even if they are on your emergency contact list.
- Parents should not remove students from the school building or the playground without notifying the office first and signing their student out.

## RETENTION

- Sometimes children need to repeat a grade.
- Elmira Elementary follows district guidelines when deciding whether a child should be retained.
- If your child might be retained, you will be notified early in the process. Final retention decisions will be made by June 1<sup>st</sup>.
- Parents who disagree with the decision may appeal to the superintendent.

## RESPONSE TO INTERVENTION: A MODEL TO HELP STUDENTS SUCCEED IN READING

- Response to Intervention or RTI is an instructional model that helps us monitor student progress in reading and intervene when they are struggling.
- All students are given reading assessments three times a year (September, January, and May).
- Teachers review student progress and performance on a regular basis.
- Students who need extra help in reading are identified and provided additional support.
- Students who receive additional support and continue to struggle may be referred for a special education evaluation. Parents will be informed if an evaluation is being considered.

## SCHOOL CLOSURES AND DELAYS

In case of a school delay or school closure:

1. Notice of school closure will be broadcast over participating radio and TV stations. EES will also send a text message to all parents who subscribe to our text messaging system.
2. Decisions on school delays or closures will be made by 6:00 a.m. and should be broadcast by 6:30 a.m.
3. Parents can also check online at [flashalert.net](http://flashalert.net).
4. When school is closed due to inclement weather, all after school and evening activities will be canceled.
5. Please **DO NOT** call the school to check if school has been cancelled or delayed. The information needed will be available by listening to radio or TV stations. If you do not hear our district's name, school will be operating as normal.
6. The decision to close or delay school can change so please stay tuned for updates.

In case of a school closure ***after students have arrived at school:***

- Every attempt will be made to contact a parent/guardian. No child will be released or put on a bus unless contact has been made with a parent/guardian or an emergency contact.
- If parents/emergency contacts cannot be reached, students will be kept at school until contact is made. Students will need to be picked up if contact is not made before the buses leave.
- Parents are encouraged to pick their child up once a closure has been announced. Parents must sign their child out.
- Please ensure that we have current contact information including where you can be reached during the school day.
- School closure information is also available via radio, television, the District's website, and the District's auto-dialer.
- 

## SCHOOL SUPPLIES

- The Elementary schools in Fern Ridge School District have a "supply fee" of \$30. This fee eliminates the need for parents/students to shop for any school supplies other than a backpack and appropriate shoes for PE. Supply fees are due at registration.

## STUDENT PLACEMENT POLICY

- Teachers place students in classrooms after careful consideration and extensive discussion.
- Parents may request a specific teacher (we will try to honor these).
- That request must be in made in writing, signed by parents and delivered to our office between May 4<sup>th</sup> and May 15<sup>th</sup> for the following school year.
- ***These requests will be considered, but cannot always be accommodated.***

## VISITORS

- **All visitors, including parents, must report to the office, sign in, and wear identification badges.**
- No student expected to be in attendance at another school will be allowed to visit Elmira Elementary.
- ***We welcome parents as visitors in their child's classroom. However, we ask that you call ahead and make arrangements to ensure that you don't come at a time that is disruptive for the classroom.***

## VOLUNTEERS

- **To volunteer at EES, a criminal history form must be approved each school year.**
- **Volunteers must read and agree to the Volunteer Guidelines Handbook (available in the EES office)**
- It takes 7 to 14 days to process a criminal history background check form.
- Volunteers must sign in at the office and wear a volunteer badge while in the building.
- We welcome volunteers in our classrooms and throughout our school.
- Elmira Elementary also hosts the SMART (Start Making A Reader Today) program where community members read to younger children. If you are interested in volunteering for SMART, contact the school office for more information. SMART volunteers donate just one hour a week and make a huge difference in the life of the child they work with.

## **Section Two: Student Information**

### **CELL PHONES**

Students who bring cell phones to school must keep them in backpacks and turned off during school. Students cannot use their cell phones for any purpose during the school day. Students who use their cell phones at school will have their cell phones confiscated.

### **DRESS CODE**

Students should dress appropriately for school and meet the following requirements:

- Students have outdoor recess all year long. Please dress children in layers that can be adjusted for the weather.
- Students must be able to run and play in their shoes. Shoes that allow students to participate at recess and during P.E. without restriction are encouraged. Shoes such as flip flops, open toed sandals or high heels are not recommended.
- Shoes with built-in wheels are not allowed at school unless the wheel has been removed.
- \*\*\*Please refer to the FRSD Student Rights and Responsibilities for more information regarding FRSD Dress Code

### **ELECTRONIC DEVICES**

- Students may not bring or play with Nintendo DS, Gameboys, I-PODs, MP3 players or other hand held electronic devices at school.
- Electronic devices will be confiscated if used or played with at school.
- Neither the school nor the district is responsible for the potential theft, loss, or damage of items brought to school or on the bus.
- Please check with individual teachers about the use of E-Readers such as the Kindle or the Nook in the classroom.

### **LOST AND FOUND**

- Our lost and found is in cafeteria.
- Smaller items are in the office.
- Please put names on outer clothing and lunch boxes.

- Unclaimed lost and found items are donated to charity at the end of each school quarter or sooner.
- Parents can contact the bus barn at 541-935-1969 for items lost on the bus.

## **PERSONAL PROPERTY**

- We are not responsible for items that are lost, misplaced, stolen, or broken at school or on the bus.
- Students should not bring large sums of money to school. The school is not responsible if students bring money that gets lost or stolen.
- Please do not let your child bring toys to school unless permission is given by their teacher. Children cannot bring soccer balls, basketballs, footballs, or other types of playground equipment to school.
- **At no time should students bring toy guns to school. Bringing a toy gun to school will result in immediate consequences up to and including expulsion.**
- Students cannot deface property while at school. This includes tearing, cutting or damaging things that belong to them or to the school.

## **RECESS**

- All children play outside during recess.
- Recess is generally outdoors regardless of the weather.
- There is a covered play area and children should stay as dry as possible.
- Students are not allowed in the rain without a hat, a coat, or an umbrella.
- Students cannot reenter the building during recess without staff permission.
- Parents are not permitted on the playground.

## **SCHOOL PROPERTY**

- Students will treat school property (desks, textbooks, classroom items, school fixtures, playground equipment, etc.) in a respectful and responsible manner.
- Students who damage school property will pay for damaged property to be repaired or replaced.

## **SPIRIT DAYS**

- Spirit Days are special theme days where students can dress up.
- Dress guidelines still apply for spirit day unless exceptions are noted.

## **Section Three: Lunch, Breakfast, and Food Guidelines**

### **WELLNESS POLICY**

- Elmira Elementary promotes healthy children by supporting good nutrition, physical activity and healthy habits.
- There are specific guidelines regarding what snacks can be provided at school.
- A copy of the approved list is at the end of this section.

### **FEDERAL FREE AND REDUCED FOOD PROGRAM**

- Free or reduced lunches and breakfast are available to children whose families qualify financially.
- Applications are available in the office.
- Applications are accepted throughout the year.
- All information is kept confidential.

### **BREAKFAST INFORMATION**

- Breakfast is served from 7:30 a.m. to 7:50 a.m. in the gym. Students who get free/reduced lunch also qualify for a free/reduced breakfast.
- We stop serving breakfast at 7:50 a.m.
- Please do not send food items with your child to eat or drink before school begins. They may eat at home or eat a school breakfast.
- Money placed in a child's lunch account can be used to purchase breakfast as well.
- Students should be at school by 7:40 a.m. in order to get breakfast.

### **LUNCH INFORMATION**

- Lunch is served each day in the cafeteria.
- Notices will be sent home when your child's account is overdrawn.
- Money can be added to your child's account in the morning when the kitchen is open.
- Checks should be made out to Fern Ridge Lunch Fund.
- Children with food allergies should have a doctor's note on file in the office indicating which items and the degree of severity.
- Please do not send soda pop or candy with your child's lunch. Do not send glass bottles or aluminum cans either.
- FRSD contracts with Chartwells to provide food services. **Concerns related to lunch accounts should be addressed directly with the kitchen either in person or via phone before 1:15 p.m. Parents can also contact the district director for Chartwells, Dennis Standers at 541-935-8200, ext. 1401.**
- Lunch menus are sent home monthly and are also available online at [www.fernridge.k12.or.us](http://www.fernridge.k12.or.us)

## Healthy/Party/Snack/Incentive Guidelines

- Childhood obesity can be preventable through diet and regular physical activity.
- Healthy eating patterns and increased physical activity are essential for all children. In 2004, Congress passed a law requiring that schools establish local wellness policies.
- Healthy foods are generally defined as having low fat, low sugar, low salt, and small portion. Healthy foods incorporate whole grains, fresh fruits, fresh vegetables, and low fat dairy products. They limit highly processed, refined foods, and foods with artificial colors, flavors, etc.

Please adhere to the following list when sending snacks for your child's classroom:

Suggested Food Ideas:	Foods to Avoid:
<p>Beverages:</p> <ul style="list-style-type: none"> <li>Low fat or nonfat plain milk</li> <li>100% fruit juice</li> <li>Water</li> <li>Flavored/sparkling water without added sugars or sweeteners</li> <li>Sparkling punch (seltzer and 100% fruit juice)</li> </ul> <p>Fruit smoothies</p> <p>Fresh fruit</p> <p>Cheese (non processed)</p> <p>Fruit salad</p> <p>Dried fruit or fruit leather with no added sugar</p> <p>Vegetables</p> <p>Low fat dips</p> <p>Salsa</p> <p>Low fat tortilla chips</p> <p>Pretzels</p> <p>Air-popped popcorn</p> <p>Rice cakes</p> <p>Whole grain breads</p> <p>Bread sticks</p> <p>Whole grain crackers</p> <p>Graham crackers</p> <p>Animal crackers</p> <p>Angel food cake</p> <p>Fig bars</p> <p>Whole grain cookies with nuts or raisins</p> <p>Waffles or pancakes</p> <p>Low fat or nonfat yogurt</p> <p>Trail Mix</p> <p>Nuts and Seeds</p> <p>Peanut Butter</p>	<p>Foods of Minimal Nutritional Value are defined by the U.S. Department of Agriculture. A complete definition is available on the USDA website: <a href="http://www.fns.gov/end/menu/fmrv.htm">http://www.fns.gov/end/menu/fmrv.htm</a></p> <p>Foods of minimal nutritional value include:</p> <ul style="list-style-type: none"> <li>Soda water (regular or diet soda)</li> <li>Water ices</li> <li>Chewing gum</li> <li>Certain candies made predominantly from sweeteners or artificial sweeteners</li> <li>Hard candy such as sour balls, fruit balls, candy sticks, lollipops, mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops.</li> <li>Jellies and gums, such as gum drops, jelly beans, jellies, and fruit-flavored slices.</li> <li>Marshmallow candies</li> <li>Fondant such as candy corn</li> <li>Licorice</li> <li>Spun candy (cotton candy)</li> <li>Candy coated popcorn</li> </ul> <p><b>This does not include all types of candy. Milk chocolate and other candy with more nutrients, for example, would be allowed.</b></p>



## **Section Four: Student Behavior and Conduct**

### **BEHAVIOR PROGRAM/STUDENT INCENTIVES**

- All students have the right to a positive and safe learning environment.
- Elmira Elementary School is a “Positive Behavioral Interventions and Supports” or PBIS school.
- PBIS teaches students clear expectations and reinforces positive behavior.
- **Elmira Elementary students are expected to be safe, respectful, and responsible at all times. This includes while attending district sponsored events in other buildings such as football games, high school plays, etc.**
- Consequences for misbehavior range from a conference with the principal to a multiple day suspension.
- Students receive “Eagle Slips” for good behavior that can be redeemed regularly for prizes and rewards.
- Each week students can win prizes if their names are drawn.
- “Class Act” tickets are given when the whole class is safe, responsible, or respectful. When a class earns enough “Class Act” tickets they get a reward.

### **BUS RULES**

Students are expected to maintain positive and safe behavior at all times on the school bus. **State law** (OAR 581-53-010) requires the following rules for student behavior on school buses:

1. Students must obey the driver.
2. Fighting, wrestling, or playing around is not allowed on the bus.
3. The emergency door is only for emergency use.
4. Students must be on time for the bus.
5. No animals, weapons, or hazardous items are allowed on the bus.
6. Students must stay in their seats.
7. The bus driver may assign seats.
8. Students must cross the road in front of the bus.
9. Students must keep their hands, feet, and heads inside the bus.
10. Students cannot open windows without permission.
11. Students must talk in quiet voices and use appropriate language.
12. Students may not damage the bus.
13. Students must be respectful towards others.
14. Students that don't follow directions may be suspended from the bus.

### **DISCIPLINE PROCEDURES**

- Classroom teachers have behavior management systems that encourage positive behavior and redirect negative behavior.
- Students who fail to follow classroom or school rules may receive a problem solver, or a minor or major referral.
- If their behavior continues, they receive a minor referral. Minor referrals may result in detention, in-school suspension, principal conferences or phone calls home.
- Problem solvers and minor referrals are sent home with the student and should be signed and returned to school.
- Major referrals are for severe, dangerous, or repeated misbehavior. This includes fighting, cheating,

harassment/bullying, violent threats, or vandalism. In those cases, students are sent directly to the office.

## HARASSMENT/BULLYING

- Students are not allowed to bully, intimidate, or harass other students.
- Harassment is when a student abuses another because of their race, religion, color, disability, etc. Harassment can be nonverbal, verbal, written, or physical.
- Bullying is ongoing behavior that physically harms a student or damages their property, places them in reasonable fear of physical harm, and creates a hostile educational environment.
- At the elementary level, harassment and bullying can range from name calling to acts of physical intimidation. If your child feels like they are being bullied, he/she needs to talk to their classroom teacher or to the building principal so we can help put an end to the problem.
- Children who engage in bullying or harassment will face serious disciplinary consequences.

## WEAPONS/THREATS OF VIOLENCE

- Elmira has a zero tolerance policy towards all weapons and/or violent threats.
- \*\*\*Please refer to the FRSD Student Rights and Responsibilities Handbook for more information

### Elmira Elementary School Rules

	<b>Safe</b>	<b>Respectful</b>	<b>Be Responsible</b>
<b>ARRIVAL AND DISMISSAL</b>	<ul style="list-style-type: none"> <li>• Use sidewalks and crosswalks</li> <li>• Step off bus carefully</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Enter through the office before 7:50</li> <li>• Walk bikes on school property</li> <li>• Bike riders must wear helmets</li> <li>• Walk to and from the buses</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions given by staff</li> <li>• Follow bus driver's directions</li> <li>• Treat others with respect</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Get permission before bringing notes to the office</li> <li>• Ask permission to use the phone in the classroom if needed</li> <li>• Put money on your lunch account before the bell rings</li> </ul>
<b>HALLWAYS</b>	<ul style="list-style-type: none"> <li>• Walk facing forward</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Stay to the right</li> <li>• Keep shoelaces tied</li> <li>• Do not run or walk too fast</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Give others space</li> <li>• Hold the door for others</li> <li>• Keep body away from walls</li> </ul>	<ul style="list-style-type: none"> <li>• Wait for an entire class to pass before proceeding</li> </ul>
<b>RESTROOMS</b>	<ul style="list-style-type: none"> <li>• Keep the bathroom clean and dry</li> <li>• Keep feet on floor</li> <li>• Wash hands with soap and water</li> <li>• Do not waste soap</li> <li>• Do not climb on stalls or fixtures</li> <li>• Do not play in the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Give others privacy</li> <li>• Wait patiently for your turn</li> <li>• Keep hands, feet, objects to self</li> <li>• Do not vandalize school</li> </ul>	<ul style="list-style-type: none"> <li>• Always flush</li> <li>• Always wash hands</li> <li>• Return to room promptly</li> <li>• Report problems</li> <li>• Put paper towels in the trash can</li> </ul>

<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>• Walk to the table</li> <li>• Hold the tray with both hands</li> <li>• Sit with feet on floor, bottom on seat, and face forward</li> <li>• Tell an adult if something spills</li> <li>• Keep all food to yourself</li> <li>• Food stays in cafeteria</li> <li>• Ask permission to use the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>• Use good manners</li> <li>• Be aware of your voice level</li> <li>• Allow anyone to sit next to you</li> <li>• Do not save seats or wait for your friends</li> <li>• Please clean up after yourself (including under the table).</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in next available seat</li> <li>• Raise hand and wait patiently to be excused</li> <li>• Raise hand if you need adult help</li> <li>• Take personal belongings with you when you leave</li> </ul>
<b>ASSEMBLIES</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to self</li> <li>• Use chairs safely</li> <li>• Allow space between one row and the next</li> <li>• Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Applaud appropriately</li> <li>• Listen with full attention-eyes, ears, and body</li> <li>• Sit so others can see</li> <li>• Do not talk while the speaker is talking</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive promptly</li> <li>• Follow signal</li> <li>• Leave in an orderly fashion as instructed by your teacher</li> </ul>
<b>P.E./GYM</b>	<ul style="list-style-type: none"> <li>• Keep control of your body</li> <li>• Use equipment correctly</li> <li>• Be aware of activities around you</li> <li>• Be aware of other students around you</li> <li>• Follow the teacher's directions at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good sport</li> <li>• Encourage others</li> <li>• Be a team player</li> <li>• Play fairly</li> <li>• Follow the rules of the game</li> </ul>	<ul style="list-style-type: none"> <li>• Return equipment to the proper place</li> <li>• Take personal belongings with you when you leave</li> <li>• Use equipment only as directed</li> </ul>
<b>LIBRARY</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself</li> <li>• Push in chairs when leaving</li> <li>• Put pencils/shelf markers back where they belong</li> <li>• Use shelf markers appropriately so that you can put books back in the right space</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices only</li> <li>• Listen carefully and with respect</li> <li>• Respect books and other school property</li> <li>• Walk</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Use materials</li> <li>• Put items where they belong</li> <li>• Take personal belongings with you when you leave</li> </ul>
<b>COMPUTER LAB</b>	<ul style="list-style-type: none"> <li>• Push in chairs and stools when leaving</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Use chairs and stools safely</li> <li>• Only visit sites you are directed to</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Respect property</li> <li>• Follow directions</li> <li>• Hands to your own computer</li> <li>• Do not touch another student's computer or headphone</li> </ul>	<ul style="list-style-type: none"> <li>• Use computers correctly</li> <li>• Clean your space</li> <li>• Take personal belongings with you when you leave</li> <li>• Stay on task</li> </ul>
<b>OFFICE</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself</li> <li>• Get adults attention appropriately and respectfully</li> </ul>	<ul style="list-style-type: none"> <li>• Wait quietly for help</li> <li>• Use quiet voices</li> <li>• Do not enter the office without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Know why you are in the office</li> <li>• Know who you need to speak to</li> </ul>
<b>PLAYGROUND</b>	<ul style="list-style-type: none"> <li>• Walk to and from the playground</li> <li>• Use equipment appropriately</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Stay within boundaries</li> <li>• Follow playground rules</li> <li>• <b>Walk on the blacktop at all times</b></li> </ul>	<ul style="list-style-type: none"> <li>• Follow instructions</li> <li>• Play fairly</li> <li>• Include everyone</li> <li>• Listen for whistle, freeze, wait for instructions</li> <li>• No put downs or insults of any kind</li> </ul>	<ul style="list-style-type: none"> <li>• Ask permission before leaving area</li> <li>• Treat equipment with respect</li> <li>• Wait quietly in line until excused</li> </ul>

<b>RAINY DAY AND INDOOR RECESS</b>	<ul style="list-style-type: none"> <li>Walk to and from the playground</li> <li>Use equipment appropriately</li> <li>Keep hands, feet and objects to self</li> <li>Stay within boundaries</li> <li>Be aware of what's going on around you</li> <li>Follow wet playground rules</li> <li>Play quietly (indoor recess)</li> </ul>	<ul style="list-style-type: none"> <li>Follow all duty's instructions</li> <li>Include everyone</li> <li>Treat others kindly</li> <li>Listen for whistle, freeze, wait for instructions (rainy day recess)</li> <li>Help with cleanup (indoor recess)</li> </ul>	<ul style="list-style-type: none"> <li>Stay as dry as possible</li> <li>Treat equipment with respect</li> <li>Wait quietly in line until excused</li> </ul>
<b>FIELD TRIPS</b>	<ul style="list-style-type: none"> <li>Stay with group</li> <li>Follow bus rules</li> <li>Walk safely</li> <li>Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions of adult leaders</li> <li>Be polite to others</li> <li>Listen with full attention</li> </ul>	<ul style="list-style-type: none"> <li>Set a good example</li> <li>Take care of your belongings</li> <li>Clean up after yourself</li> </ul>
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>Use chairs safely</li> <li>Keep hands, feet and objects to yourself</li> <li>Follow your individual classroom rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Respect rights and property of others</li> <li>Treat your teacher with respect</li> <li>Be respectful to classmates and adults</li> <li>Use positive and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Be prepared</li> <li>Stay on task</li> <li>Take responsibility for your own learning</li> <li>Do your work</li> </ul>
<b>FIRE DRILL</b>	<ul style="list-style-type: none"> <li>Exit quickly and quietly</li> <li>Walk with your class to your assigned spot</li> <li>Line up facing away from building</li> <li>Listen for the teacher to call your name</li> <li>Rejoin your class when told to by staff</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Be polite</li> <li>Stay in your place in line and remain quiet</li> <li>Face away from the building</li> </ul>	<ul style="list-style-type: none"> <li>Wait for all clear signal then return to class</li> <li>Return to class quietly and follow your teacher's directions</li> </ul>
<b>EARTHQUAKE DRILL</b>	<ul style="list-style-type: none"> <li>Drop and cover</li> <li>Remain in your area until told to evacuate by an adult</li> <li>Walk quietly to assigned spot, exiting through nearest appropriate door</li> <li>Rejoin your class when told to by staff</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Be polite</li> <li>Stay calm</li> </ul>	<ul style="list-style-type: none"> <li>Quietly "drop and hold" until told to evacuate</li> <li>Follow your teacher's directions to leave your classroom in an orderly manner.</li> </ul>
<b>POWER OUTAGE</b>	<ul style="list-style-type: none"> <li>Follow the directions of the adult supervising you.</li> <li>Stay calm.</li> <li>Do not yell, scream, or otherwise act out</li> <li>Stay in your classroom</li> </ul>	<ul style="list-style-type: none"> <li>Do not talk while the teacher is talking</li> <li>Stay calm</li> <li>Talk in a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Help others to follow directions</li> </ul>

**Play Structures:**

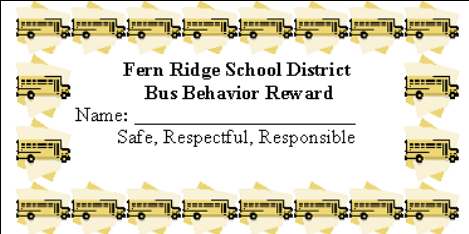
- Students must keep one hand on the bar at all times.
- Students must swing straight. There is no jumping from the swing or "twirlies."
- Rocks and gravel stay on the ground.
- One student at a time on the slide. Students must slide feet first.




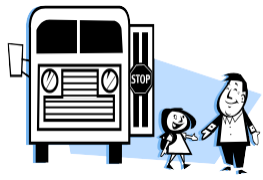

**Field Rules:**

- Students are to stay on the grass field at all times; games played on the field cannot be near parking lot or road.



**FIRST STUDENT AND  
FERN RIDGE  
SCHOOL DISTRICT  
SCHOOL BUS EXPECTATIONS**



<b>BUS</b>	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<b>Waiting for the bus</b> 	Remain at a safe distance from where the bus stops (4 giant steps from the bus).	Arrive at the bus stop 5 minutes before your scheduled pick up time.	Use appropriate language, topics, tone, and volume.
	Keep hands, feet, and objects to yourself	Keep your bus stop area neat and clean	Report Bullying
<b>Entering the bus</b> 	Listen and watch for driver directions	Be seated quickly and stay seated	Use appropriate language, topics, tone, and volume.
	Keep hands, feet, and objects to self		
<b>Riding the Bus</b> 	Stay seated facing forward	Follow driver directions at all times	Use appropriate language, topics, tone, and volume.
	Keep aisles and emergency exits clear	Keep your area on the bus clean-No Littering	Report Bullying
	Keep self and objects inside the bus	Stay seated unless driver gives permission.	Keep personal electronic devices to yourself
	Keep hands, feet, and objects to self		
<b>Exiting the bus</b> 	Listen and watch for driver directions	Take all personal items when exiting buses	Take turns exiting seats
	Keep hands, feet, and objects to yourself	Report vandalism	Use appropriate language, topics, tone, and volume.
	Walk down steps one at a time holding the handrail.	Report to the driver if you see a student sleeping or hiding on the bus.	Report Bullying
<b>Evacuation</b> 	Listen and watch for directions	Follow driver directions	Exit quickly and safely
	Stay quiet	Help others when appropriate	
	Leave belongings on bus		

Below is a list of extensions and email addresses for Elmira Elementary Staff for the current school year. Please be aware that teachers are with students from 7:40 a.m. to 2:05 p.m. and are not available by phone during that time. You are welcome to leave a message on their voice mail or with the office.

<b>EXT.</b>	<b>NAME</b>	<b>ASSIGNMENT</b>	<b>ROOM</b>	<b>EMAIL ADDRESS</b>
<b>3114</b>	<b>Rachel Cannon</b>	Resource Teacher	<b>14</b>	<a href="mailto:rcannon@fernridge.k12.or.us">rcannon@fernridge.k12.or.us</a>
<b>3113</b>	<b>Anne Caswell</b>	Bridges 3-5	<b>13</b>	<a href="mailto:cchristensen@fernridge.k12.or.us">cchristensen@fernridge.k12.or.us</a>
<b>3103</b>	<b>Jahnie Cleveland</b>	4 <sup>th</sup> Grade Teacher	<b>3</b>	<a href="mailto:jcleland@fernridge.k12.or.us">jcleland@fernridge.k12.or.us</a>
	<b>Simone D'Aubigne</b>	ELL Teacher	<b>17</b>	<a href="mailto:sdaubigne@fernridge.k12.or.us">sdaubigne@fernridge.k12.or.us</a>
<b>3220</b>	<b>Tammy Eutsler</b>	Secretary	<b>Office</b>	<a href="mailto:teutsler@fernridge.k12.or.us">teutsler@fernridge.k12.or.us</a>
<b>3108</b>	<b>Rachel Frede</b>	3 <sup>rd</sup> Grade Teacher	<b>8</b>	<a href="mailto:rfrede@fernridge.k12.or.us">rfrede@fernridge.k12.or.us</a>
<b>3107</b>	<b>Jennie Herbert</b>	2 <sup>nd</sup> Grade Teacher	<b>7</b>	<a href="mailto:jherbert@fernridge.k12.or.us">jherbert@fernridge.k12.or.us</a>
<b>3112</b>	<b>Paris Hood</b>	Kindergarten Teacher	<b>12</b>	<a href="mailto:phood@fernridge.k12.or.us">phood@fernridge.k12.or.us</a>
<b>3105</b>	<b>Amy Hutton</b>	3 <sup>rd</sup> Grade Teacher	<b>5</b>	<a href="mailto:ahutton@fernridge.k12.or.us">ahutton@fernridge.k12.or.us</a>
<b>3101</b>	<b>Alisa Johnson</b>	5 <sup>th</sup> Grade Teacher	<b>1</b>	<a href="mailto:ajohnson@fernridge.k12.or.us">ajohnson@fernridge.k12.or.us</a>
<b>3115</b>	<b>Mari Jones</b>	Title Teacher	<b>15</b>	<a href="mailto:mjones@fernridge.k12.or.us">mjones@fernridge.k12.or.us</a>
<b>3111</b>	<b>Wendy Kenyon</b>	Bridges K-2	<b>11</b>	<a href="mailto:wkenyon@fernridge.k12.or.us">wkenyon@fernridge.k12.or.us</a>
<b>3104</b>	<b>Ruth Lewis</b>	4 <sup>th</sup> Grade Teacher	<b>4</b>	<a href="mailto:rlewis@fernridge.k12.or.us">rlewis@fernridge.k12.or.us</a>
<b>3117</b>	<b>Deb Levinson</b>	Speech/Language	<b>17</b>	<a href="mailto:dlevinson@fernridge.k12.or.us">dlevinson@fernridge.k12.or.us</a>
	<b>Michelle Marshall</b>	Principal	<b>Office</b>	<a href="mailto:mmarshall@fernridge.k12.or.us">mmarshall@fernridge.k12.or.us</a>
<b>3200</b>	<b>Dawn Northey</b>	Secretary	<b>Office</b>	<a href="mailto:dnorthey@fernridge.k12.or.us">dnorthey@fernridge.k12.or.us</a>
<b>3109</b>	<b>Billie Perrier</b>	1 <sup>st</sup> Grade Teacher	<b>9</b>	<a href="mailto:bperrier@fernridge.k12.or.us">bperrier@fernridge.k12.or.us</a>
<b>3102</b>	<b>Rachel Sinniger</b>	5 <sup>th</sup> Grade Teacher	<b>2</b>	<a href="mailto:rsinniger@fernridge.k12.or.us">rsinniger@fernridge.k12.or.us</a>
<b>3110</b>	<b>Elizabeth Skenzick</b>	1 <sup>st</sup> Grade Teacher	<b>10</b>	<a href="mailto:eskenzick@fernridge.k12.or.us">eskenzick@fernridge.k12.or.us</a>
<b>3116</b>	<b>Erin White</b>	Behavior Specialist	<b>16</b>	<a href="mailto:ewhite@lesd.k12.or.us">ewhite@lesd.k12.or.us</a>

Thank you for attending and taking an interest in our school community. If you have any questions please call our office at 541-935-8214. We appreciate your feedback, comments, and requests.

# **FERN RIDGE MIDDLE SCHOOL**

Home of the "ROYALS"



**"We Teach Respect and Responsibility"**

## **Student-Parent Handbook 2018-19**

**FERN RIDGE MIDDLE SCHOOL**

88831 Territorial Road

Elmira, OR 97437

PH: (541) 935-8230      FAX: (541) 935-8234

Olivia Johnson, Principal

Sarah Wartenbee, Assistant Principal

[www.fernridge.k12.or.us](http://www.fernridge.k12.or.us)

*(Click on "Fern Ridge Middle School")*





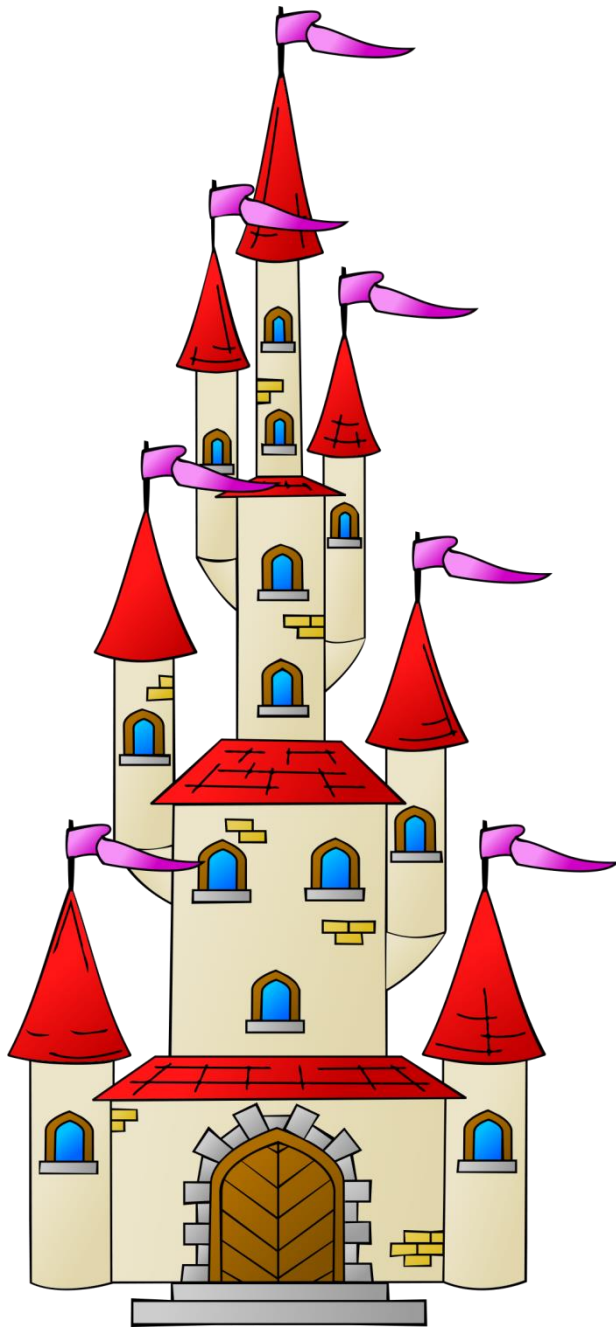
## Fern Ridge Middle School Mission Statement

Fern Ridge Middle School is dedicated to creating a respectful environment where individuals grow, learn, and succeed.

- We proudly teach and support school-wide positive behavior: Our High 5's are Be Respectful, Be Responsible, Be There Be Ready, Follow Directions, and Hands and Feet to Self
- We value diversity; we support one another, respect our differences, and honor the unique qualities of each individual
- We emphasize preparing FRMS students for success in high school and beyond
- We have high behavior and academic expectations for students and staff
- We work to foster a collaborative relationship between students, parents, staff, and our community

### Please Note:

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. While this handbook covers many common issues, it is not inclusive. These are issues that may not be covered and in some individual cases there may even be exceptions to procedures listed herein. These situations will be addressed as they arise and decided on an individual basis.



**Principal's Message:**

Welcome to Fern Ridge Middle School, home of the Royals! On behalf of the entire staff, I want to welcome you and your child to FRMS. We are excited to have you as part of our school community. I am looking forward to getting to know you and work with you to support your child's learning and growth during these very important middle school years.

As the principal, it is important to me that we communicate with parents and that parents feel comfortable communicating with us. We encourage you to call or email classroom teachers when you have a concern or a question. A list of teacher extensions and email addresses is included in this handbook. You can stay informed about school events by registering for our text message service or checking our school website for updates. You are also invited to volunteer at FRMS- whether as a chaperone for a school dance, as an active member of our FRMS Parent Group, or as a classroom volunteer.

Our goal at FRMS is to help prepare your child for high school and beyond. We want them to improve academically and at the same time give them the skills they need to make good decisions and be good global citizens. The middle school years are filled with change and we want to help your child begin their transformation into the amazing young adults we know they will be.

If at any time during the school year I can be of

help to you or your child, please don't hesitate to call me at 541-935-8230 or email me at [ojohnson@fernridge.k12.or.us](mailto:ojohnson@fernridge.k12.or.us)

Once again, welcome to Fern Ridge Middle School and the start of a great school year!

Sincerely,  
Olivia Johnson  
FRMS Principal

## **2018-19 FRMS School Supply List**

### **Each student should have**

3 inch binder  
5 – 1 subject spiral notebooks  
2 highlighters  
12 #2 pencils (Ticonderoga preferred)  
Ruler  
Erasable Ink Pens  
Zippered Pencil Pouch  
1 pack of colored pencils  
Loose leaf notebook paper  
Eraser  
3 folders  
Scientific 10 digit display Calculator  
1 pkg notebook dividers

### **For the classroom community each student should bring:**

1 box of Kleenex- give to first period teacher  
48 #2 pencils- give to second period teacher  
1 pack of 4 glue sticks- give to third period teacher  
1 ream of 8 by 11 white copy paper- give to fourth period teacher  
1 package of loose leaf college ruled notebook paper- give to fifth period teacher

### **For PE each student should have:**

FRMS tee shirt  
Tennis shoes that tie  
Shorts, sweats, or leggings  
Extra pair of socks (keep in locker)  
Deodorant  
Girls- hair ties and personal products

## **STUDENT FEES**

**Student Body/Registration Fee:** \$10. This covers the cost of the customized student planner each student receives as well as our PBIS/student body activities.

**P.E. Shirt:** Students will need to purchase a T-Shirt for P.E. Last year it cost \$6. We expect the same or slightly higher cost in 18-19.

**Band Instrument Rental:** Students participating in Band will have the option of renting an instrument for \$50 per the year. The \$50 rental pays for the cost of cleaning and repairing the instrument at the end of the school year.

**Yearbook:** Students will have the option of purchasing yearbooks that will be distributed at the end of the 18-19 school year. The cost for the yearbook will be between \$15 and \$16 dollars.

**FERN RIDGE MIDDLE SCHOOL**

**Fern Ridge School District 28J**

**88831 Territorial Road Elmira, Oregon 97437**

**Phone (541) 935-8230**

**FAX (541) 935-8234**

**Ryan Chambers, Counselor**  
rchambers@fernridge.k12.or.us

**Olivia Johnson, Principal**  
ojohnson@fernridge.k12.or.us

Name:	Subject	Phone Ext #:	Room #:	Email Address
<b>Anderson, Casey</b>	<b>Office Secretary</b>	<b>4200</b>	<b>Office</b>	<b>canderson@fernridge.k12.or.us</b>
Brummett, Ryan	Special Education	4104	4	rbrummett@fernridge.k12.or.us
<b>Chambers, Ryan</b>	<b>Counselor</b>	<b>4202</b>	<b>Office</b>	<b>rchambers@fernridge.kk12.or.us</b>
<b>Cornelius, Stacy</b>	<b>Main Secretary</b>	<b>4200</b>	<b>Office</b>	<b>scornelius@fernridge.k12.or.us</b>
Davis, Brad	Social Studies, L.A.	4106	6	<a href="mailto:bdavis@fernridge.k12.or.us">bdavis@fernridge.k12.or.us</a>
Davis, Whitney	Science	4113	13	<a href="mailto:wdavis@fernridge.k12.or.us">wdavis@fernridge.k12.or.us</a>
French, Marian	Social Studies, L.A.	4107	7	<a href="mailto:mfrench@fernridge.k12.or.us">mfrench@fernridge.k12.or.us</a>
Gardner, Ronda	Bridges/SPED	4128	28	TBD
Deb Levinson	Speech Therapist	1310	11	<a href="mailto:dlevinson@fernridge.k12.or.us">dlevinson@fernridge.k12.or.us</a>
Humphrey, Kyle	Math	4109	9	<a href="mailto:khumphrey@fernridge.k12.or.us">khumphrey@fernridge.k12.or.us</a>
<b>Johnson, Olivia</b>	<b>Principal</b>	<b>4201</b>	<b>Office</b>	<b>ojohnson@fernridge.k12.or.us</b>
Lafferty, Serra	Language Arts	4101	1	<a href="mailto:slafferty@fernridge.k12.or.us">slafferty@fernridge.k12.or.us</a>
Merrill, Alan	Social Studies	4102	2	amerrill@fernridge.k12.or.us
Light, Jesse	Math	4105	5	<a href="mailto:jlight@fernridge.k12.or.us">jlight@fernridge.k12.or.us</a>
McBride, Colette	P.E.	4130	30/gym	<a href="mailto:cmcbride@fernridge.k12.or.us">cmcbride@fernridge.k12.or.us</a>
Peeler, Justin	P.E.	4129	29/gym	<a href="mailto:jpeeler@fernridge.k12.or.us">jpeeler@fernridge.k12.or.us</a>
Pizzola, Kathleen	Math/Science		#8	<a href="mailto:kpizzola@fernridge.k12.or.us">kpizzola@fernridge.k12.or.us</a>
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Siegal, Cameron	Band. Music, Choir	4120	20	<a href="mailto:csiegal@fernridge.k12.or.us">csiegal@fernridge.k12.or.us</a>
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Vacant-Bridges	Behavior Assistant	

# Our High Five Program

We expect all students to follow these **High Five** guidelines at all times:

1. **Be Responsible**- Students who are responsible are on task at school, complete assignments, and turn those assignments in on time. They listen attentively and ask questions to better understand what they are being taught. Students who are responsible are also good FRMS citizens- they clean up after themselves at lunch and throughout the school day.
2. **Be Respectful**- Students who are respectful use good manners and appropriate language when talking students or adults. Students also demonstrate respect for their school by not damaging school property.
3. **Hands and Feet to Self**- Students follow this rule by being safe at school and having a calm, controlled, and quiet body at all times. They do not kick, hit, grab, or otherwise physically engage with other students.
4. **Follow Directions**- Students who follow directions the first time are meeting this very important expectation. Students are expected to follow adult directions at FRMS in order to make sure everyone is safe and learning.
5. **Be There and Be Ready**- Students who are **on time** and bring all of their materials to class meet this guideline. There is a four minute passing time, so there is time for students to use the bathroom or get a drink of water, but not time to stop and socialize or walk friends to their classrooms. The time to connect with friends is before school, after school, or during lunch.



**Students who attend school every day; arrive on time with their materials; make a contribution in class; and show respect toward themselves and others will be successful at FRMS.**

## **High Five Rewards**

We offer lots of incentives and rewards for those who meet our High Five goals

1. Students who have no referrals, detentions, bus citations, excessive tardies, or other documented behavior incidents are placed on our **High Five List**. Students on that list get many incentives, rewards, and privileges like
  - a. Popcorn or other treats during lunch
  - b. Released from class early to lunch
  - c. Released from class for special High Five events
  - d. At the end of each quarter we will plan special High Five Big Events for those students who stayed on the High Five list all quarter long. These might include a High Five Only Dance, a High Five only movie, a trip to Skate World or the City Pool, A High Five Only Pizza Lunch, etc.
  - e. At the end of the year, students who stayed on the High Five list all year long will get a special event just for them as well as recognized in our end of the year award assembly.
  - f. In addition throughout the year we will have special fun assemblies where High Five students will get to take in fun activities and competitions.
2. FRMS Staff give students demonstrating High Five behavior **High Five Tickets**. High Five Tickets can be used to receive rewards and for incentives. High Five tickets are used in the **High Five Student Store** to purchase items like pencils, erasers, or small toys like yo-yos. The student store is open each week October through May. FRMS also does High Five drawings throughout the school year where we will have prizes drawings that students can put their High Five

tickets towards. Those can include gift cards to Subway, sports equipment, books, clothing, etc. The more tickets that students put into the drawing, the better their chances of winning. **High Five Prize Drawings** occur approximately once a month.

3. **All Stars-** Each month we have an All Star Theme and each staff member gets to pick an All-Star for that month. All Stars get their pictures posted and a donut party. All-star Themes have included “Most Motivated,” “Students Who Make Us Smile”, or “Most Improved.”

## **Student Information: Rules and Restrictions**

*Please Read Carefully*

**Cell Phones** Students will only be allowed to use their cell phones before school, at lunch, and after school. The school is not responsible for the theft, loss, or damage to any cell phone. Cell phones must not be displayed in plain view during prohibited times of use. If students have their cell phones out during class the following protocol will be followed:

- a. The first time the student will be given a warning and the cell phone will be taken for the remainder of the period.
- b. The second time the student will have their phone confiscated and given to the office for the remainder of the school day.
- c. The third time and any additional times the parent will have to pick up the cell phone from school.

The use of cell phones to take pictures of exams, assignments or unauthorized pictures that invades a student’s privacy is strictly prohibited. In addition, for safety reasons, cell phones/tablets/mp3 players/personal electronics are not allowed to be used in the hallways.

**No Backpacks or String Bags:** FRMS students are not allowed to have backpacks or string bags in the classroom. They can bring backpacks to school and keep them in their locker. Backpacks should not be left in the hallways or the common areas of the school.

**Bicycles:** Bikes are to be walked on campus. Bikes should be locked up. The school is not responsible in the event that a bike is damaged or stolen.

**Skateboards:** Students are not allowed to ride a skateboard at school or on school grounds. Skateboards are to be stored in lockers. The school is not responsible in the event that a skateboard is damaged or stolen.

**Squirt guns:** The possession and/or use of squirt guns, water balloons, and syringes.

**Students may only drink water in the classrooms or hallways or gym at FRMS to help us avoid sticky stains or spills on our floors and carpets.** Students may bring other drinks, caffeinated beverages, juice, carbonated water or beverages, for lunch in the commons. We want to remind students and their families that there is research that demonstrate the negative effects of high caffeine drinks like coffees or energy drinks on growing bodies. We recommend water or juice for student lunches.

**Gang related items:** The school will determine appropriateness and disciplinary consequences using reasonable forecast of potential disruption.

**Toys/Games:** Whether it’s an electronic hand held video game or a yo-yo, all toys and games should not be brought into the classroom, in the gym locker room, into the library, or into the gym. Students are welcome to have them in the commons before school at lunch, or after school. The school will not be responsible for theft or loss of such items

**Personal electronic devices:** including, but not limited to, walkie talkies, long or short-range portable radios, portable scanning devices, personal digital assistants (PDAs), laptop computers, blue tooth speakers should not be brought to school. The school is not responsible for the theft or loss or damage to any personal electronic device brought to school.

**Vandalism:** Destruction of school property or facilities will result in disciplinary action. In addition, students may be charged for the cost of replacing or repairing what was damaged. This includes but is not limited to computers, Chromebook, classroom equipment, furniture, etc.

**At no time will any device be allowed which provides for a wireless, unfiltered connection to the Internet that does not adhere to district internet use guidelines.**

**Prohibited Items:** These items are not allowed at school. Possession of these items will result in disciplinary action up to and including a possible expulsion. The items will be confiscated and parents will have to pick them up. Items not picked up will be discarded at the end of the school year.

*Gambling materials or devices such as cards and dice are not allowed in school.*

*Firearms- All firearms are prohibited including objects that look like a gun.*

*Knives/cutting instruments- All cutting edges of any size are prohibited.*

*Studded clothing- Studded clothing and accessories (including chains) are prohibited for safety reasons.*

*Combustible items: matches, lighters, firecrackers/fireworks, cap guns, shotgun shells, bullets, dynamite, etc.*

*Drugs, alcohol or related paraphernalia.*

***Cigarettes, electronic cigarettes, vaping pens, vaping oils, or other tobacco related products.***

*Inappropriate reading or viewing materials.*

*Weapons: Any kind of weapon including any object used as a weapon or in a dangerous manner*

**Confiscated Items:** FRMS retains the right to confiscate any item being used outside of the guidelines noted above or any item that is creating disruption or is being used by the student in an unsafe and inappropriate manner. Generally speaking the first time the item will be held for the student till the end of the day. The second time the item will need to be picked up by a parent.

#### **INAPPROPRIATE BEHAVIOR DEFINITIONS**

**Harassment:** Implies systematic persecution by unrelentingly pursuing or intimidating in order to gain a desired end. It includes pestering, hounding, baiting, tormenting, name calling, cyberbullying, teasing, etc.

**Racial Harassment:** Unwelcome comments about one's ethnic background. Treating someone differently or with disrespect due to their race or ethnicity.

**Sexual Harassment:** Unwelcome comments or gestures; touching of a sexual nature; putting down one's sexual orientation; making sexual comments or jokes; writing sexual messages or graffiti; spreading sexual rumors about another student; touching, grabbing or pinching in a sexual way; spying on a student who was dressing or showering; pulling another student's clothing off; forcing a kiss; "mooning" another student; and forcing another student to "do something sexual, including kissing."

**Intimidation:** Any act of intimidation (by threats) or coercion (to compel by pressure or threats.)

**Insubordination:** Refusal to follow adult directions.

**Cheating:** Those that share or take answers, information, or data, from other individuals without the consent of the instructor.

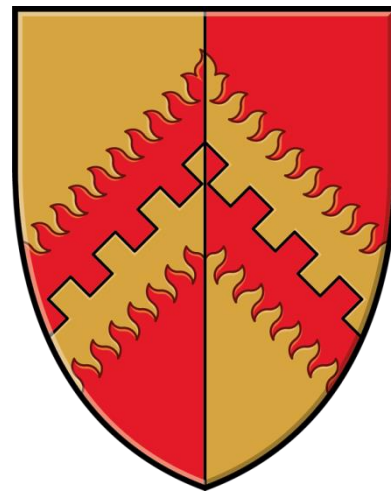
**Inappropriate display of affection:** Beyond holding hands, i.e. kissing, arm locks, draping, touching private body parts, etc.

**Defacing property:** Any harm to property owned and operated by the FRSD (writing on walls, desks, etc.)

**Occasional disruption:** Occasional is a personal interpretation, (no definition) but no more than two or three times a year.

**Tardiness:** Students should be in their seat prior to the final bell ringing.

**Food/drink in the halls/classrooms/commons:** Only water is allowed in the hallways/classrooms/gyms. Food is not allowed in the hallways.



Individual food policies in the classrooms vary by teacher. Please respect the rules of the teacher in that classroom.

**Littering:** Purposely dropping paper or other items on the property of the school (including fields.)

**Possession of tobacco:** On the individual, in their purse, coat, locker, etc.

**Skipping or leaving campus:** Leaving the school grounds without permission, or without properly signing in and out at the school office. Being in an area of the school without permission of a staff member instead of being in a class is also considered skipping.

**Violation of classroom rules:** All teachers expect High Fives.

**Willful disobedience:** (Insubordination, i.e. won't bring materials to class again)

**Forgery:** Signing someone else's name, (i.e. a pass by a teacher, or bus pass, note from home.)

**Vandalism:** Destroying public property (school property.)

**Fighting:** Any attempt to physically injure or harm another student.

**Habitual class disruption:** (i.e. occurring in a classroom at a unacceptable rate several in a few week period)

**Abusive profanity:** Using vulgar language toward another student or staff member (using profane words expressed in a heated argument.)

**Firecracker possession/use:** Use or possession of firecrackers, stink bombs, bottle rockets, etc.

**Defiance/disrespect:** Not following directions, talking back to an adult, using a disrespectful tone or disrespectful words

**Use/Possession of vaping pens and vaping oils at school is not allowed**

**Theft:** Taking possession of items that do not belong to you.

**Drug possession:** Possession or use of any drug or drug paraphernalia is prohibited.

**Weapons:** Weapons of any kind are prohibited on campus.

**Alcohol use or possession:** On the individual, in their coat, purse, locker, etc. at any time on school grounds or at a school event.

**Distribution of tobacco, alcohol, drugs:** providing any of these items to another student

### **Disciplinary Actions**

Students may be assigned a minor or major referral by any staff member or substitute for failure to follow class/school rules or for inappropriate behavior. Minor referrals usually result in a lunch detention of up to 3 days and/or a conference with the principal. Students may also be assigned community service such as cleaning up the commons or picking up trash. Major referrals usually result in more severe consequences such as an in school or out of school suspension or an afterschool detention. Students who have received a total of ten or more major or minor referrals will be subject to severe consequences such as an out of school suspension for even low level offenses. Families will be notified in writing when their student has reached the ten referral threshold.



<b>Level One Offenses</b>	<b>Level One Consequences</b>
Cheating (includes copying assignments and plagiarism) Inappropriate display of affection Disruption Food/drink in hallway, classroom Littering Violation of classroom rules Profanity Tardies Dress code Disrespect	Problem solving forms Contact parents (possible conference) Keep student before or after school Contract with student Community Service Assign to a detention (1-3 days) Meeting with student during prep period Involve another teacher in a conference to problem solve Send student to another supervised area for a time-out Repeated incidents may result in a referral
<b>Level Two Offenses</b>	<b>Level Two Consequences</b>
Excessive Tardies Dishonesty Insubordination, disrespectful Willful disobedience, disrespectful Abusive profanity Habitual classroom/educational disruption Skipping/truancy Forgery Vandalism Fighting, physical aggression, threats of violence Theft Harassment (including intimidation/cyberbullying) Sexual harassment Use/possession of tobacco or combustible items Ten or More Detentions	Conference Detention (Multiple Days) In-house suspension Community service (Pick Up Trash, Clean the Commons, Organize Lost and Found, etc.) 1- 10 day suspension  <b>Chronic Offenses:</b> Reduced schedule Alternative education program Recommendation of expulsion
<b>Level Three Offenses</b>	<b>Level Three Consequences</b>
Under the influence of, possession of, or distribution of alcohol, drugs, cigarettes, E-cigarettes, vaping pens, vaping oil, tobacco products or drug/smoking related paraphernalia (Includes look a likes and items claiming to be drugs or alcohol) Arson Assault Destruction of property Safety/serious bodily injury Endangering lives Bomb threat/false alarm Weapons possession/use (includes replicas) Dangerous objects Habitual disruption of educational environment	1 - 10 day suspension Possible recommendation for expulsion Possible notification of law enforcement Possible education program placement Possible reduced schedule Parent contact Not allowed to attend extra-curricular events including dances, high school games, etc.

**BE THERE - BE READY: Being on Time**

**UNEXCUSED TARDIES**

- Most tardies are acquired when students use passing time to gather and socialize. Students are expected to be moving to and from classes and lockers in a swift, meaningful manner. Loitering is strongly discouraged.
- Beyond six will be considered willful disobedience and students risk additional consequences, including referral and/or suspension.
- Classroom teachers may enact classroom consequences for repeated tardies
- Referrals earned from tardies will result in loss of High Five privileges.

<b>UNEXCUSED TARDIES</b>	<b>CONSEQUENCES</b>
5	Minor Referral and Detention
10	Major Referral/Level Two Consequences

If a student shows a willful disobedience to being in class on time, a referral and possible suspension could occur. This is at the discretion of the administration.

**Good Attendance Incentives:** FRMS will hold monthly incentives/rewards for students with no tardies and/or no absences that month.

### **EXCESSIVE ABSENCES**

A letter of notification will be sent to the parents of those students who accumulate five (5) and ten (10) non-school related absences. If the student misses ten (10) consecutive days, that student will be dropped from school. Also, if absences continue to be excessive and disruptive to the student's education, the school will take the initiative to file a truancy report with Lane Education District. Parents/guardians of those students who accumulate fifteen (15) non-school related absences will be notified by phone/mail of their student's excessive absences. Advance telephone notification of an absence would be appreciated.

### **LATE ARRIVALS**

Students who arrive late should report to the office for a pass to class. Please note: the office will determine if the reason a student is late to school is excused. Acceptable excused absences include being ill, have a doctor/dentist appointment, or other scheduled unavailable appointments. Simply running late, alarm didn't go off, or other reasons are not valid excuses.

## **General Student Information**

### **Be in Class on Time with Materials**

We want every student prepared and ready to learn. It is the responsibility of each student to get to class on time with their materials. Students who arrive in class without materials may be sent to the office for the entire period at teacher's discretion. This will be recorded as unprepared.

### **Bus Information**

Bus transportation is available to most of our students. Keep in mind that it is possible you would not ride the same bus to and from school, so check the bus numbers carefully. Students with questions about busing should contact First Student at 935-1969.

**Bus Citations** are given by bus drivers for inappropriate behavior. Students should take them home, get their parent's signature and then return them to their bus driver. Excessive citations may result in a suspension of bus riding privileges.

**Bus Passes:** Students, who plan to ride home on a different bus, will need to bring a note from their parent and come to the office window **before school or during lunch** for a bus pass. **Bus Passes will not be given out after school.** The note should include name of person you are going home with, their address and phone number, and the bus number you will be riding. This pass is given to the driver as you get on the bus. **Due to Federal privacy laws, we cannot look up a student's address to put on a bus pass. Parents must provide that information.**

### **Dances:**

There will be periodic dances throughout the year. Dances are for FRMS students only. No guests are allowed to attend our dances. The administration may determine that a student is not eligible to attend a dance based on behavior. Students who are absent the day of a dance for any reason or on an in school suspension cannot attend the dance.

### **Dress Code**

Dress should be appropriate for normal school activity. It should reflect pride and respect. Health and safety are also guides to acceptable school attire. School administration retains the discretion to determine if a garment meets this standard. For more information about dress code guidelines, please see the Students Rights and Responsibilities Handbook.

1. Shirts and shoes are required at all times
2. Blouses and shirts must be long enough to touch the waist of a student's pants or skirts
3. The length of shorts and skirts must be equivalent to the ends of a person's fingertips when their arms are extended by their side.

4. Sagging oversized pants, flagging belts, visible boxer shorts, oversized chains, and spiked jewelry are not allowed. Chains made of links larger than ¼ inch in width and/or longer than 15 inches are prohibited. Waistbands of pants must be worn around the waist. Belts should be worn if pants will not stay up.
5. Cosmetic sunglasses will not be worn on the face or on the head in the building.
6. Clothing that displays or promotes alcohol, drugs, tobacco, profanity, sexual innuendoes (i.e. Hooters or Big Johnson garments) or any other inappropriate illustration or wording is prohibited. Garments that suggest a double meaning of lewdness, obscenity, or vulgarity are not to be worn.
7. Articles of clothing that cause excessive maintenance problems – for example: cleats on boots, shoes that scratch the floor, and trousers metal rivets that scratch furniture are considered inappropriate.
8. Clothing may not advertise alcohol, drugs, or tobacco products, have inappropriate language or pictures or have a suggestion of violence. Clothing that promotes discrimination, harassment, prejudice, racism, weapons or violence is prohibited.
9. Clothing or items of clothing/accessories that may be worn for the purpose of establishing and/or identifying gang membership are prohibited. (bandanas, headbands, combs, etc.)
10. Pajamas and/or blankets are not appropriate to wear or bring to school.
11. Excessive brief garments such as jogging shorts, halter tops, bare midriffs, net tops, spaghetti strap tank tops, or tank tops that reveal under garments, plunging neck lines, bathing suits, see through, strapless or backless garments are not appropriate. This includes halter tops, strapless tops, “muscle” shirts or “A” shirts, Arm cut-outs shall not be larger than the mid -point of the upper arm.
12. Hats may be worn in classrooms at the discretion of individual teachers.
13. Hoods need to be pulled down while at school.

***Students who choose to break this dress code will be asked to:***

- Call a parent to bring new clothes for the rest of the day.
- Wear a shirt provided by the office.
- Wear sweatshirt or jacket throughout the day.
- Change into PE clothes for the remainder of the day.

If a student continually and willfully chooses to not comply with these expectations, this will result in further disciplinary actions.

**Hall Passes**

If it is necessary for a student to leave the classroom during class time, teachers will issue a hall pass. Students are to go directly to and from their designated destination. Students should come to class prepared with books and materials and should not need to go to lockers during class periods. We reserve the right to deny hall passes to students who violate the hall pass policy, or abuse and overuse passes.

**Harassment and Bullying**

Any student who is being harassed or bullied should report it to an adult immediately. Be Responsible- avoid bullying and report bullying to an adult.

**What is bullying?**

From stopbullying.gov: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

**In order to be considered bullying, the behavior must be aggressive and include:**

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

***Bullying is against school rules and the law.***

**Examples of Bullying Behaviors:** name calling, teasing, hitting, spreading rumors, excluding, tripping, put-downs, threats, note writing, fighting, pushing, secrets, drawings, getting money from someone, slamming lockers, pushing books out of hands, snapping rubber bands, taking items, destroying property.

**Tattling vs. Reporting**

- Tattling is when a student tries to get someone in trouble.
- Reporting is when a student tries to keep someone from getting hurt.

**EHS Sporting Events**

At Elmira High School athletic events, including football games, all Fern Ridge Middle School rules apply. Students are responsible for their behavior and may receive a school consequence, referral or suspension for behavior at Elmira High School.

### **GPA Calculations**

100-90% =A

89-80%= B

79-70%= C

69-60%= D

59% and below= F

3.0 GPA and above= Honor Roll

### **Internet Use**

At times students will have access to computers for assignments. **Computers are to be used responsibly and for educational purposes only.** Misuse of the computers may result in a student losing their use privileges. At no time are students to access social media sites using district equipment, while on district property or at district-sponsored activities.

### **Lockers:**

**Lockers** are assigned to students. From time-to-time staff will conduct locker checks and inspections. It is important that lockers are kept clean with no food or open beverage containers. Students who write on or otherwise damage their locker may be fined. School administrators have a right to open and inspect your locker without the student present if there is cause. Lockers are to be used during passing time. Students need to use lockers responsibly. ***Do not give your combination out to other students and do not share your locker with anyone.*** Students who have trouble with their lockers should report it to the office. Lockers will be inspected at the end of the year for damage. Fines may be assessed if a student is found responsible for damage to his/her locker. Students should not place stickers or stamps on their lockers. **DAMAGE OR VANDALISM** to lockers will result in a \$25 fine. This includes marking, writing, and stickers. It is the student who is assigned to the locker who is responsible to insure that their locker remains in good condition.

**PE LOCKERS:** Small lockers with combination locks are available to you so you can put your belongings in them during your PE class. These lockers are located in the dressing rooms.

**LOSS OF PRIVILEGES FOR SPECIAL EVENTS** Students may lose the privilege to attend special events including field trips, dances, promotion, or other events. Behavior is always a factor in being permitted to attend these special events.

### **PASSING TIME**

There is a 4 minute passing time between periods. Passing time is for students to go to their next class. Students are expected to keep moving to their next period, unless using their locker. Restroom use should be before school and lunch. Students standing and talking will be asked to keep moving toward their classroom.

### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is an inappropriate school behavior and is often a cause of embarrassment to the observer. Anything other than holding hands is considered inappropriate. If public display of affection is observed by staff and/or students, the individuals involved should be reminded of the policy and they are expected to adjust their behavior accordingly. If the behavior is not corrected, the individuals should be reported to an administrator for appropriate discipline.

### **SCHOOL COUNSELOR**

Offers support for students and families in the areas of academic success, social growth, and emotional issues. Please contact Mr. Chambers if you have specific questions or concerns with any of these areas or would like more information about additional resources from community agencies. In addition, our counselor works very closely with students and families that are having difficulty getting to school regularly or on time and can offer support or specific interventions with regards to attendance. Students can sign up in the office to see our counselor.

**Student medication:** Please see the Parent Information section for medication procedures. When you need to take your medicine, come to the office and we will give it to you.

### **TEXTBOOKS AND LIBRARY BOOKS**

Students may be given textbooks in some classes. Some teachers use a classroom set of books and the student won't be allowed to take them out of class. If students need a copy for homework, books are available in the library

or some books may be online. The links, logins and passwords to online textbooks will be provided to you by your individual teachers.

Treat all library books or textbooks with respect. Never write in books. If a library book or textbook is lost, check with the library to see if it has been found. Fines will be assessed for lost or damaged textbooks or library books at the end of the year. Students who have not paid their fines are not able to participate in sports or attend after school events at the high school.

## Parent Information

### Absences

Please call in your child's absences as soon as possible.

**Homework** can be requested after 3 consecutive days of absence. Homework can be picked up after 3:20 and before 3:40. Homework can also be sent home with a sibling if requested,

**Planned Absence:** We believe that attendance is very important and is a major factor in student success. Because of the nature of classroom instruction, no absence can be entirely "made-up." However, students who MUST be absent from school for reasons other than those which are regularly excused must complete a Planned Absence Form one week in advance. Again, any absence can and does affect school performance. We encourage students to attend school every day and encourage families to arrange their schedules around the school calendar.

**Excessive Absences/Truancy:** Students whose attendance rate drops below 80% can and will be cited for truancy under Oregon law. 80% generally translates to no more than 4 days missed in one month, regardless of whether the absence is excused or unexcused.

### Athletics

Due to budget constraints within the Fern Ridge School District, the middle school does not offer an after school athletic program. Hopefully, in the future we will be able to add sports back into our regular program. For now, Territorial Sports and Kid Sports provide these opportunities for students. We try to keep applications and information from these agencies in our main office.

### Closed Campus

Fern Ridge Middle School is a closed campus. Once students have arrived at school, a student must sign out at the office in order to leave the campus before the end of the school day. This includes before the school day starts. When students arrive, no matter how early, they are to remain on campus.

- In order for a student to check out from school, the student's legal parent/guardian must check the student out at the office. Emergency contacts can only check out students if the parent has contacted the school giving them permission to do so.
- A student who leaves campus without following the correct check out procedure will be given an "unexcused" absence (e.g., a student who leaves the campus without checking out with written notification or a telephone call from the parent/guardian will receive an "unexcused" absence and may receive an in-school suspension.)

### DAILY REPORT FORMS

The Academic Daily Report form and the Behavior Education form are used to increase communication among students, parents and teachers. If you would like your child to participate in the daily form program, contact Ryan Chambers at 935-8230. The following are guidelines for successful use of this system:

- Student is responsible for doing a check-in at the counseling office as soon as he/she arrives at school.
- Check-in includes 1) turning in yesterday's form with a parent signature, 2) showing a pencil, paper, agenda and binder (demonstrates readiness for the day), 3) taking a new form and writing name and date on the form. Forms are available at any time of the day for late arrivals.
- Student is responsible for giving each teacher his/her form at the beginning of class and retrieving the form at the end of class. This system works well and should never cause a student to be tardy.
- At the end of the school day, student will check out at the counseling office by presenting a completed form.
- Nightly, parent/guardian reviews the form and signs it. This is an important time to discuss homework, behavior and successes.
- If your child is participating in this program and does not bring home a form for your signature, please contact Mr. Chambers, Counselor, 935-8230.
- This system of communication only works when all participants do their part.
- Adults at home need to take the time to review the form with the student every evening and contact the school if a form does not come home.

### **Discipline of Special Needs Students**

A special needs student will be disciplined when his/her behavior:

- Is not related to their disability.
- Poses a risk to others or herself/himself.
- Requires a cooling-off period to prevent future occurrence of disruptive behavior.
- Demonstrates a pattern that requires a need for a change in placement.

### **Enrolling at FRMS**

To enroll your student into FRMS, bring the following information to the FRMS office:

- proof of residency
- current address
- phone number
- copy of birth certificate
- proof of immunizations records
- name & date of last school attended
- doctor's name and phone number
- name and phone number of parents work
- name and phone numbers of 2 emergency contact persons

Please let us know if your student is a Special Education or a TAG student. Students and families new to FRMS are encouraged to meet with our school counselor.

### **Excludable Diseases**

Restrictable diseases include: diphtheria, measles, Salmonella Typhi infection, shigellosis, Shiga-toxigenic Escherichia coli (STEC) infection, hepatitis A, tuberculosis, open or draining skin lesions infected with Staphylococcus Aureus or Streptococcus Pyogenes, and any illness accompanied by diarrhea or vomiting.

At schools, Child Care, and Health Care Facilities, such restrictable diseases shall also include: chickenpox, pertussis, rubella, and scabies. Children in the communicable stages of hepatitis B infection may be excluded from attending school or child care if, in the opinion of the local health officer, the child poses an unusually high risk to other children (e.g., exhibits uncontrollable biting or spitting.)

### **Emergency or Weather Related Closures**

In the event of hazardous weather conditions or local emergency, Fern Ridge School District may cancel classes, begin late, or omit certain bus routes or portions of routes. This information will be broadcast over the following radio and television stations: **Radio:** KUGN, KEED, KWAX, KDUK, KLCC, KORE, KPNW, KZAM, **TV:** KVAL, KEZI, KMTR as well as the district's website: [www.fernridge.k12.or.us](http://www.fernridge.k12.or.us) or over the internet at [www.Flashnews.net](http://www.Flashnews.net). If school is cancelled, any afterschool events are also cancelled.

### **Health Concerns**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. Students who are ill or injured should then report to the office and sign in at the health room. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms submitted by parents to the school. Parents are encouraged to update this information as often as necessary. Hurt students will receive basic first aid and the office will contact parents. If the student is ill, they will have their temperature taken and be given a short time to rest. If the student does not feel better, the office will notify parents. In emergency situations, the office will call 911 and then notify parents.

Students will only be allowed to remain in the health room for a short period of time. If a student is too ill to be in class, then he/she should be at home under the care of the parents. 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 the parents.

### **Home Access/Instructions for logging in to "Home Access":**

Steps for checking grades, attendance, etc. online:

- Go to [www.fernridge.k12.or.us](http://www.fernridge.k12.or.us)
- Click on "Fern Ridge Middle School."
- Click on "Home Access Center."
- Enter Username: it will be the parent's first name followed by a (period) then last name (ex: John. Smith)

- Enter Password: it is your student's ID number, then their birthday, no spaces.  
(Ex: if your student's ID # is 98765 and their birthday is June 7, 1994, your password would be: 9876506071994)
- Once you have gone through this procedure, we encourage you to change your password to your preference by clicking on "My Profile" in the upper right hand portion of the screen and following the online instructions.

There is also an online tutorial link on our middle school website. It contains more in-depth information about logging in to Home Access and what is available for you to review.

### **Homework Blog**

Steps for checking homework online:

- Log onto [www.fernridge.k12.or.us](http://www.fernridge.k12.or.us)
- Click on "Fern Ridge Middle School"
- Click on Fern Ridge Middle School Homework.

### **LICE**

- A student found with live lice may be excluded from school.
- The parent/guardian needs to accompany the child to school for a lice check in the health room before they can return to class.
- Students should not miss multiple days of school due to lice.

Please call the Lane County Health Department (541-682-4041) for more information on lice.

### **Lost and Found**

Items found around the school shall be put in the lost and found located in the vestibule by the main student doors. Periodically, unclaimed items are donated to charities such as Lilies of the Field or Goodwill. It is considered theft for a student to keep or use an item from lost and found that does not belong to that student.

### **Office Hours**

Our building will open to students at 7:50 AM. The first bell rings at 8:15 and classes begin at 8:20 AM. We have early dismissal on Wednesdays and students are released at 1:31. The office is locked at 1:45 for meetings on Wednesdays, so please make sure your child is picked up no later than that. All students are to leave campus after school unless a coach is there to supervise them.

The office opens for parents at 7:30 and closes at 3:40 PM. Parents can call our office at 541-935-8230. After hours, parents are welcome to leave a message on our voice mail system.

### **Parent Communication**

**FRMS Website:** Parents will be able to access our FRMS web page to receive updated information on programs, activities, homework and school related issues.

**Email:** Parents who have access to the Internet can e-mail teachers to maintain positive communication with the school. **Teachers will also use email to communicate their concerns so please make sure the school has your current email.**

**Text Message Alerts:** Parents and students can sign up to receive text messages about current events and alerts from the middle school principal. You can sign up for these alerts by sending a text message to (541)393-2732 and enter @fern in the message box.

**Reader Board:** Important events are also posted on our Reader Board.

**Morning Announcements:** Each morning we read important announcements on the PA to ensure that students know what is happening at FRMS.

### **Parent Concerns**

When you have a concern about your child's academic progress, attendance, grades, assignments, or behavior, please contact their teacher first. Teacher phone numbers and email addresses are in the beginning of the FRMS handbook. Then, if the problem is not resolved call our office and ask to speak to our Counselor, Mr. Chambers or our Principal, Ms. Johnson.

### **FRMS Parent Group/ Parent Volunteers**

Parents volunteer for a wide variety of activities including lunch supervision, field trips, school celebrations, media center assistance, as well as office and teacher support. We encourage you to volunteer; it is fun and provides you with an opportunity to see what is going on in your child's school. A Criminal History form must be completed and

approved prior to volunteering. FRMS has a parent group that meets monthly to plan events and activities for our school. All parents are welcomed- please check for updates on the school website.

### **Retention Policy**

Fern Ridge Middle School follows district guidelines on retention and retention decisions are made through our Student Study Team. If your child is a candidate for retention, you will be notified of that fact by our counselor on or about December 10 of the school year. The Student Study Team will work with your child's teachers to support your child's growth at FRMS and to try different strategies/interventions aimed at increasing your child's social and academic success. As the year unfolds, the Student Study Team will closely monitor your child's progress. Parents will be kept informed of whether their child continues to be a candidate for retention or not. Final retention decisions will be made on or about May 20 of each school year. Parents will be heavily consulted during that process. If, however, you disagree with the team's decision you have the right to appeal that decision with the superintendent. 8<sup>th</sup> graders recommended for retention at the end of their 8<sup>th</sup> grade year will not be allowed to participate in promotion.

### **Site Council**

Our site council consists of parents, teachers and staff. The site council is responsible for school improvement and oversees many activities and decisions. You are welcome to visit the site council meetings.

### **Special Education and TAG**

We offer various levels of support to those students who require remedial support or accelerated programs. We have teachers who provide these resources and instruction to students who qualify for these services. If you have questions or concerns, please contact our Special Education Director Dr. Karen McKenzie at 541-935-7733

### **Student Lunches**

Students may purchase their lunches through the school food program. Breakfast and lunch will be provided on a daily basis. You may add money to your account before school in the cafeteria. For more information about the school lunch program, please call 541-935-8200 ext. 275. FRMS also has a cash only snack bar that is open during lunch. If you think you might qualify for our free or reduced lunch/breakfast program, forms are available online or through the school office.

Families can also check their student's lunch accounts at [www.myschoolbucks.com](http://www.myschoolbucks.com)

### **Student Medication**

It is our desire to provide a safe environment for your child to take medication at school; therefore we must follow the state guidelines for medications. Please help us by following these procedures:

- Parents must transport medications to and from school, and check them in to the office.
- Parents are responsible for the preparation of medication (e.g. cutting tablets.) Medications must be in the original container and the parent must provide written instructions. The prescription on the container must reflect these partial tablets.
- Change of dosage or medication must have written doctor order.
- Inhaled medications must have the prescription label attached and must be stored in the office unless they have a note from the doctor.
- If these stated guidelines are not followed, medications will not be dispensed.
- Parents must pick up unused medications by the last day of school or they will be disposed of by school staff.

### **TEAM WORK**

To insure your child's success at the middle school, it is important that we work together as a team. Our expectation of parents is that you work with us to solve problems. Please feel free to contact the school in a spirit of cooperation whenever you feel the need.

As for the students, it is our expectation that they work to be part of the solutions at Fern Ridge Middle School, not part of the problems. However, we understand that all students make mistakes. Our goal is to have students learn from their mistakes. Working together, we can make a difference for your child. When a student has made a poor choice in his/her behavior, it is our expectation that the student does two things:

- Admit to the mistake or help identify the problem.
- Work cooperatively with all adults on campus to help solve the problem. Helping in this way would include: being honest, speaking respectfully to all adults, following all adults' directions the first time, and following through responsibly to adult requests. When students behave in this manner we can work through any situation to make it better and to insure a successful experience at Fern Ridge Middle School.



### **VISITING FRMS**

Parents are always welcome to visit the school. We ask that you always come in the main entrance and check into the office. If you wish to visit a classroom, please call first or stop by the principal's office so we can let the teacher know you will be in the classroom. You can reach the principal by phoning 935-8230, extension 4201. Students who should be in attendance at other schools should not be visiting FRMS.

### **WELLNESS POLICY**

The Fern Ridge School Board is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating, physical activity and other behaviors that contribute to student wellness. Good health fosters student attendance and education. Children and adolescents need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive

To meet this commitment, the district will be guiding by the following policy goals:

- The health/safety of our students is a priority. When faced with conflicting priorities or issues of implementation, decisions will be made that favor student health/safety.
- All students in K-12 will have opportunities, support, and encouragement to be physically active on a daily basis.
- School will provide access to a variety of affordable, nutritious, and appealing foods that meet federal health and nutrition standards for students; and provide clean, safe, and pleasant settings and meet federal guidelines for adequate time to eat.
- To the maximum extent practicable, all schools in the district will participate in available federal school meal programs.
- The school district supports a coordinated approach to school health which includes: comprehensive school health education, physical education, school nutrition services, counseling, psychological, and social services, healthy school environment, school-site health promotion for staff, and family and community involvement through site council(s) and dissolving committees.
- The school district engages students, parents, teachers, food service professionals, and other interested community members in reviewing, developing recommendations for wellness, and as appropriate, monitoring nutrition safety and wellness policies.

For even more detailed information on the policy and healthy party, snack, incentive guidelines, contact the school.



ELMIRA HIGH SCHOOL  
2018-2019  
STUDENT/PARENT HANDBOOK  
Information Guide  
Home of the Falcons



24936 Fir Grove Lane  
Elmira, Oregon 97437  
(541)935-8200  
Attendance 935-8200 Ext. 277  
FAX (541)935-8205  
[www.fernridge.k12.or.us/ehs](http://www.fernridge.k12.or.us/ehs)



THE SIGN OFF PAGE FOR RELEASING INFORMATION TO THE MILITARY, DIRECTORY INFORMATION, ETC, WAS PREVIOUSLY ON THIS PAGE. IT HAS BEEN MOVED TO PAGE 5 IN THE FRONT OF THIS DOCUMENT. PLEASE REVIEW THAT DOCUMENT, SIGN AND RETURN TO THE BUILDING SECRETARY.



## Table of Contents

It is the responsibility of each student to read, understand and abide by the handbook. Furthermore, it is the responsibility of the student to share and review their copy of the handbook with their parent/guardian and return the sign off sheet in the front of this document to the office of Elmira High School.

<b>Main Office Hours:</b>	<b>7:30 - 4:00</b>
<b>Counseling Office Hours:</b>	<b>7:45 - 3:45</b>
<b>Attendance Office Hours:</b>	<b>7:30 - 4:00</b>
<b>Athletic/Business Office Hours:</b>	<b>7:45 - 3:45</b>
<b>Normal Teacher Hours:</b>	<b>7:45 - 3:45</b>

Principal's Message.....	72
Mission & Belief Statements.....	73
Preface .....	73
Elmira High School Staff.....	74
Student Officers.....	75
Class Advisors .....	75
EHS Fees.....	76
Daily Bell Schedules.....	77

### Academics – Page 78

Grading Policies
Challenging a Course/Credit by Proficiency
Partial Credit
Schedule Changes/Dropping A Class
Grade Reports/Conferences
Final Examinations
Academic Honors
Academic Letter
Open Periods
Required Courses
Valedictorian/Salutatorian
Commencement Ceremony
Graduation Requirements
Alternative Education
Foreign Exchange Students
Transfer Students
Alternative Education Credit Policy

### Athletics/Activities – Page 83

Athletics
Co-Curricular Activities
Event Conduct
Confidential/Trusted Positions

### Attendance – Page 84

Attendance Policies/Laws/Procedures
Attendance Philosophy
Prearranged Absences
Leaving School During the School Day
Make-Up Work

Withdrawal From School  
Program Exemptions

### General Information – Page 86

Academic Integrity
Access/Release of Education Records
Asbestos
Bicycles
Breakfast/Lunch Program
Bullying & Harassment
Cafeteria
CD Players/Radio/Headsets
Child Abuse Information
Classroom Rules
Closed Campus
Communication Devices
Computer Use/Internet Access
Counseling
Distribution of Materials and Meetings
Emancipated/18 Year Old Students
Emergency/Fire/Earthquake Drills
Dress and Grooming
Emergency School Closure
End of School Year Behavior
Field Trips
Food and Beverages
Gender Identity
Hackysacks, Athletic Balls, etc
Hall Passes
Health Concerns
Infection/Disease Instruction
Law Enforcement Agencies
Lockers
Lost and Found
Medication at School
Messages/Deliveries for Students
Off-Limits Areas
Reciprocal Transfer Students
School Sponsored Events
Search and Seizure
Self-Referral for Substance Abuse
Senat Bill 300
Skateboards/Rollerblades/Scooters, etc
Student Fund-Raising Activities
Student Identification Cards
Student/Parent Complaint Procedure
Supervision of Students
Syllabi
Telephones
Transportation of Students
Vehicles on Campus
Video Surveillance Cameras
Visitors
Wellness Policy
<b>Student Code of Conduct</b>
<b>Parent Volunteers</b>

# Principal's Message

Hello, and on behalf of the entire staff at Elmira High School we welcome you to another great school year. We are committed to your success and will do all that we can to help you achieve your goals this year. Elmira High School is a special place and by working with you we are certain that we can help each and everyone one of you to become the best version of yourselves as possible.

We recognize that all students make choices that have the ability to either contribute or detract from their success, but rest assured that you are our top priority and we will assist you to find the best way to get the most out of all that Elmira High School has to offer. Having you and your student review and understand this handbook is just one of the many pathways to assure success during your high school career.

We want to emphasize that the greatest contributing factor between success or failure in school is attendance. We really want you here every day and it is exciting for us to see your progress throughout the school year. We also urge you to get involved with some type of activity at Elmira High School, finding something outside of the classroom that you care about is another great way to help ensure your success.

We are very excited for this school year to begin and look forward to working with you throughout the year. Please do not hesitate to stop by my office if you have questions or suggestions about how to make our school a better place. Once again, welcome to Elmira High School and let's work together to make the 2018-19 school year your best year ever.

**Go Falcons!!!**

**Rick Gardner, Principal**



## **Building Mission Statement**

The mission of Elmira High School is to meet state standards through active teaching and learning, and provide all students the academic and social skills to become successful members of our global community.

## **District Mission Statement**

The mission of Fern Ridge School District is to create a safe place where people grow to become caring, ethical, healthy individuals...who can adapt to change, enrich the democratic process and contribute to a global society.

## **Belief Statement**

To increase sensitivity among students and staff towards social responsibility and respect for self and others.

.....

## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

While this handbook covers many common issues it is not inclusive. There are issues that may not be covered and in some individual cases there may even be exceptions to procedures listed herein. These situations will be addressed as they arise and decided on an individual basis.

## EHS Staff Listing

### **Principal**

Rick Gardner

### **Assistant Principal**

Brian Brands

Sarah Wartenbee

### **Counselor**

Brittany McMillan

### **CTE Coordinator (Measure 98)**

Jon Guldager

### **Leadership Advisor**

Erin Ellis

### **Art**

Doncella Marquess

### **Music**

Amy Kappeler-Choir & Band

### **Business Education**

#### **Computers**

Forrest Cooper

#### **English**

Jericho Dunn

Shannon Hart

Mary Wills-Gordon

#### **Health/Home Ec**

Scott Shannon

#### **Physical Education**

Robert Lee

#### **Mathematics**

Ken Best

Forrest Cooper

Krin Hunt

James Monegan

#### **Science**

Gwen Harper

James Monegan

Debra St. Hilaire

#### **Social Studies**

Erin Ellis

Kathy Langley

Stu Burgess

Forrest Cooper

#### **German**

John Wagner

#### **Spanish**

Jennifer Snider

#### **Special Education**

Teri Moen-Gay

Martin McDowell

#### **Vocational Education**

David Johnson

### **Bookkeeper**

Julie Bothel

### **Custodians**

Heidi Kinch

Machael Mazzei

Michael McLaws

Ron Wagner

### **Instructional Assistants**

Julie Cross

Stephanie Hackett

Kelley Keller

Courtney Peeler

Scott Wolgamott

### **Testing Lab Assistant**

Erica Krieg

### **Secretaries**

Angela Baker (Registrar)

Tammy Boren

### **Media Assistant**

TBD

### **YTP Specialist/ School to Work**

Robin Vincent

### **Athletic Director**

Brian Brands

### **EHS Coaching Staff**

#### **Head Cheer**

Assistant

Becky Dube

Michelle Cook

#### **Head Football**

Assistant

Assistant

Assistant

Assistant

Justin Peeler

James Monegan

Dustin Burchfield

Scott Wolgamott

Gary Doughty

#### **Head Volleyball**

Assistant

Sarah Schilling

Jahnie Cleveland

#### **Head Boys Soccer**

Ryan Chambers

#### **Head Girls Soccer**

Rob Lee

#### **Cross Country**

Tom Boldon

#### **Head Boys Basketball**

Assistant

Assistant

Nick Garman

Darwin Dragt

Tyler Dragt

#### **Head Girls Basketball**

Assistant

Ken Best

TBD

#### **Head Wrestling**

Assistant

Dustin Burchfield

Justin Peeler

#### **Head Track Coach**

Assistant

Assistant

Assistant

Assistant

Tom Boldon

Kristin Boldon

Kristi Laing

Erin Ellis

TBD

#### **Head Baseball**

Assistant

TBD

TBD

#### **Head Softball**

Assistant

Jamie Boytz

Paul Witt

#### **Equestrian**

MaryJo Clark

## Student Officers

### ASB Officers

**President :** Elle Russell  
**Vice-President:** Alexis White  
**Secretary:** Ethan Yost  
**Treasurer:** Shelby McCormick  
**Sergeant of Arms:** John Nelson

### Senior Class Officers

**President:** Andrea Griffin  
**Vice-President:** Grey Canada  
**Secretary:** Daniel Boren  
**Treasurer:** Sydney Greene  
**Class Representative:** OPEN

### Junior Class Officers

**President:** Jamon Wolgamott  
**Vice-President:** Alex Head  
**Secretary:** OPEN  
**Treasurer:** OPEN  
**Class Representative:** Lexie Geiger

### Sophomore Class Officers

**President:** Brady Scroggins  
**Vice-President:** Maddie Wisner  
**Secretary:** Edenn Blunt  
**Treasurer:** OPEN  
**Class Representative:** OPEN

### Freshman Class Officers

**President:** Clyde Oglesby  
**Vice President:** Kendal Hazelton  
**Secretary:** Carsen Imbler  
**Treasurer:** Lily Johnson  
**Class Representative:** Beau Koffler

### Site-Council Representatives

**President:**  
**Parent Reps (3):** Rebecca Lorenz  
 Tashia Abbott, Deanna Townsend  
**Certified Reps:** Moen, Burgess, Snider  
 Langley, Shannon  
**Classified Rep:** Robin Vincent  
**Student Reps:** Elle Russell, Andrea Griffin  
**Admin:** Rick Gardner

### Class Advisors

FRESHMEN	SOPHOMORES	JUNIORS	SENIORS
Erin Ellis Jennifer Snider John Wagner Rob Lee Stu Burgess David Johnson	Jericho Dunn Debra St. Hilaire Forrest Cooper Ken Best Shannon Hart	Doncella Marquess Martin McDowell Kathy Langley Scott Shannon Teri Moen	Amy Kappeler Mary Wills-Gordon Gwen Harper James Monegan Krin Hunt  <b>Brittany McMillan</b> <b>Jon Guldager</b> = Always with Senior class

## ELMIRA HIGH SCHOOL FEES

Materials that are part of the educational program are provided without charge to a student. However, students may be charged a materials/lab fee for some elective courses. A student is expected to supply their own basic school supplies. This includes, but is not limited to the following: pens, pencils, paper, notebook, calculator, etc.

All students will receive a student body card for identification purposes. For free admission to all home athletic events, students must purchase an activity sticker that is permanently affixed to the student body card. The cost for this sticker is \$20. Dances will have a reduced admission price with the purchase of this sticker.

### **Recommended Fee:**

\$20.00 Student Body Activity Sticker: (Non-refundable 2 weeks after purchase)

NOTE: I.D. card is required for EHS activities and computer lab use.

### **Optional:**

\$ 50.00 Yearbook

\$ 10.00 PSAT - Juniors (there is no charge for sophomores)

\$ 40.00 Parking Pass (per year) - Non-refundable 2 weeks after purchase

\$ 20.00 Spanish Class workbook for Spanish II and III

\$ TBD German Class

\$ 15.00 Each Class: Ceramics, Acrylics, Art 1, Water Colors, Drawing

\$ 20.00 Food & Nutrition & Intro to Film & TV Production

\$ 25.00 Vocational Education Classes (metals-woods-auto-construction)

\$ 10.00 Chamber Choir (\$10/semester)

\$ 125.00 Athletic Participation Fee

\$ 40.00 Instrument Rental Fee \$40/semester

\*If you voluntarily drop a class after the first day it is in session, for which a fee has been paid, you will forfeit your right to receive a refund

All past due fees (**including library fines**) must be paid prior to student participating in sports or attending extra-curricular functions. Students will be presented with a statement of past due fees at registration every year, in addition to receiving the bill at the completion of each semester.

## Daily Bell Schedules 18-19

### Regular Bell schedule M/T/TH/F

Period 1: 8:25 a.m. to 9:16 a.m.  
Period 2: 9:21 a.m. to 10:13 a.m.  
Period 3: 10:18 a.m. to 11:08 a.m.  
Period 4: 11:13 a.m. to 12:03 a.m.  
**Lunch: 12:03 p.m. to 12:35 p.m.**  
Period 5: 12:40 p.m. to 1:30 p.m.  
Period 6: 1:35 p.m. to 2:25 p.m.  
Period 7: 2:30 p.m. to 3:20 p.m.

### Two Hour Delay

Period 1: 10:25 a.m. to 10:58 a.m.  
Period 2: 11:03 a.m. to 11:36 a.m.  
Period 3: 11:41 a.m. to 12:14 a.m.  
Period 4: 12:19 a.m. to 12:52 p.m.  
**Lunch: 12:52 p.m. to 1:22 p.m.**  
Period 5: 1:27 p.m. to 2:00 p.m.  
Period 6: 2:05 p.m. to 2:38 p.m.  
Period 7: 2:43 p.m. to 3:20 p.m.

### Wednesday Early Release with Homeroom

Period 1: 8:25 a.m. to 8:57 a.m.  
Period 2: 9:01 a.m. to 9:33 a.m.  
**HRM: 9:37 a.m. to 9:54 a.m.**  
Period 3: 9:58 a.m. to 10:30 a.m.  
Period 4: 10:34 a.m. to 11:06 a.m.  
Period 5: 11:10 a.m. to 11:42 a.m.  
**Lunch: 11:42 a.m. to 12:13 p.m.**  
Period 6: 12:17 p.m. to 12:49 p.m.  
Period 7: 12:53 p.m. to 1:25 p.m.

### Wednesday Early Release without Homeroom

Period 1: 8:25 a.m. to 9:00 a.m.  
Period 2: 9:04 a.m. to 9:39 a.m.  
Period 3: 9:43 a.m. to 10:18 a.m.  
Period 4: 10:22 a.m. to 10:57 a.m.  
Period 5: 11:01 a.m. to 11:36 a.m.  
**Lunch: 11:36 a.m. to 12:07 p.m.**  
Period 6: 12:11 p.m. to 12:46 p.m.  
Period 7: 12:50 p.m. to 1:25 p.m.

## Academics

### Grading Policy

A = Superior Academic Achievement  
B = Exceeds Academic Standards  
C = Meets Academic Standards  
D = Below Average Academic Standards  
F = Does Not Meet Minimum Academic Standards  
I = Requirements of class have not yet been satisfied  
P = Minimum Standards Met  
NP = Minimum Standards Not Achieved

### Incomplete Grades (I)

If a student receives an incomplete grade at the end of a grading period, he/she should make arrangements with their teacher to complete the course requirements and set time limits not to exceed three weeks. Incomplete grades will automatically change to an F three weeks after the grading period is complete. If there are extenuating circumstances that would require more than three weeks, arrangements need to be approved by the administration prior to the third week after the end of the semester.

### \*GPA Calculation

97% - 100%	A+	4.3
93% - 96.99%	A	4.0
90% - 92.99%	A-	3.7
87% - 89.99%	B+	3.3
83% - 86.99%	B	3.0
80% - 82.99%	B-	2.7
77% - 79.99%	C+	2.3
73% - 76.99%	C	2.0
70% - 72.99%	C-	1.7
67% - 69.99%	D+	1.3
62% - 66.99%	D	1.0
60% - 62.99%	D-	.7
0% - 59.99%	F	0.0

**\*AP classes receive an additional 1.0 grade point. The weighted grade system will be used to determine valedictorian and salutatorian.**

### Pass (P)/No Pass Grades (NP)

Students may request to take one elective course per term pass/no pass. Students must make this request no later than the last day of the fifth week of the semester. A required class may only be taken pass/no pass with administrative approval.

### Grade Level Placement

An Elmira High School student's grade level is determined by the number of credits earned toward the graduation requirements as of September of each school year. Placement will be as follows.

	<u>Class of 2019-2022</u>			
Grade	9	10	11	12
Credits		6	12	18

### Grade Reduction/Credit Denial

Punctual and regular attendance is essential to academic success. Teachers may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. At the beginning of each semester, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject/course. Due process will be provided to any student whose grade is reduced or credit denied for attendance related issues.

### Partial Credit & Late Enrollment or Early Withdrawal

Partial Credit is not issued at Elmira H.S. Situations that arise such as a student un-enrolling prior to the end of the semester or starting a semester late are not allowable exceptions. A student must be enrolled for the appropriate number of seat hours to earn credit. Credit is only issued in ½ credit increments.

### Challenging a Course/Credit by Proficiency

**Process:** Submit a one page written request detailing the reason for the challenge to the principal, counselor and teacher. The request must include a follow up plan that addresses what will occur after a successful challenge, e.g. replacement course, other course, etc....If the student is enrolled in the class they are challenging then the request must be submitted within the first week of the class and the test must be taken by the end of the second week of the course.

**Core Class:** A student that would like to challenge a core content class, will take a sample final exam administered by the teacher. A student that passes the final with an A or B will have their challenge considered by a committee that includes the class instructor and building administrator. Any successful challenge will result in the grade of Pass and the appropriate # of credits being added to the student's transcript. A student that has previously failed a core content class will not be allowed to challenge it.

**Elective Class:** The student provides documentation of prior learning activities or experiences which demonstrates proficiency or mastery of identified standards (knowledge and skills) (e.g., certification of training, letters, diplomas, awards, etc.). A student that submits such material will have their challenge considered by a committee that includes the class instructor and building administrator. Any successful

challenge will result in the grade of Pass and the appropriate # of credits being added to the student's transcript.(OAR 581-022-1131)

**AP Course:** A student that does not take an AP Course, but passes the AP exam with a score of 4 or 5, can be granted upon request the following number of elective credits.

Score of 3= no credit

Score of 4= .5 credit

Score of 5= 1.0 credit.

### **Schedule Changes/Dropping A Class**

Student initiated schedule drop/changes will be allowed through 2:30 p.m. of the second Friday at the beginning of each semester. Following this date, up to the first progress report (approximately 4 ½ weeks), courses may be dropped without an F penalty only with teacher approval. After 4 ½ weeks, all course drops will result in an F penalty. The only exception to this will be for AP courses. With the teachers' and administrators approval, AP courses may be dropped prior to the 9 week report card being issued.

Students desiring a schedule change must sign-up in the counseling center and continue attending their assigned class until contacted by a counselor and the schedule change process is completed. Freshmen and sophomores must be enrolled in seven classes and juniors and seniors in a minimum of four classes. Exceptions to this rule must be approved by the administration.

### **Grade Reports/Conferences**

Credit and GPA are determined by the semester grades only. **Progress reports will be sent home with students and report cards at the end of each semester will be mailed.** Parent/teacher conferences are scheduled approximately 1/3 through each semester. (See Calendar) School personnel may request a conference if (1) the student is not maintaining passing grades or achieving at the expected level; (2) the student is not maintaining behavior expectations; (3) in any other case the teacher/administrator deems necessary. A parent or student who wishes to confer with a staff member should call the school to arrange a mutually convenient time with the principal and staff member. A parent who wishes to confer with several teachers should contact the counseling office to arrange a staffing before or after school.

### **Open Periods**

Juniors and Seniors that are on track to complete the minimum credit requirements needed for graduation have the option of scheduling an "open period" if they do not want to take an additional elective. The only restriction for open periods is that they may not occur within the middle of a student's school day unless there is no other options based on the master schedule. Open periods must be scheduled as either a late arrival or an early release. This means students could elect to have an open period either the first or last period(s) of the day. In addition, it should be noted that students are expected to be off campus during an open period. To be on campus a student must check in at the office and either be in the library, the cafeteria, or under the direct supervision of a staff member.

**Required Courses:** The State of Oregon requires 11<sup>th</sup> grade students to pass certain exams demonstrating essential skills in order to earn a Regular H.S. Diploma. Any student that has not passed the appropriate exam may be required to take a remedial course in the specific content area.

### **Final Examinations**

Students will not be allowed to take finals early and there will be no make up of end of year finals. Please review the school calendar at the end of this handbook to assist you in making end of year vacation plans accordingly. Classroom teachers as a rule will administer finals only during the times identified by the "Finals schedule" that will be created at least 2 weeks prior to the end of each semester. If a teacher would like to request that a final be given outside of the identified "finals schedule", that request will be made to the building principal or curriculum director, and students will be notified. In addition, all final exams for EHS classes will be comprehensive in nature and count for at least 10% of the students overall semester grade. Exceptions to this must be approved by the principal or building curriculum administrator.

### **Academic Recognition (end of each semester)**

Academic Excellence	4 point or better
Academic Achievement	3.5 or above
Honor Roll	3.0 or above

### **Academic Letter**

Students wishing to earn an academic letter must have a non-weighted cumulative GPA of 3.5 or higher and satisfy at least three of the following criteria:

- Three years of a second language
- AP or College Now course of the student's choice
- Chemistry or Physics
- Pre-Calculus

The first opportunity to apply for an academic letter is the Fall of a student's 12<sup>th</sup> grade year. However, the GPA that will be used is the GPA accumulated following 1<sup>st</sup> semester of a student's senior year.

### **Honors Graduation Criteria**

A non-weighted GPA of 3.5 or above, the passing of all state assessment tests and 40 hours of community service. Recipients of the honors diploma must have a GPA of 3.5 or above in the following classes: AP English, Second Language (3 years/or equivalent), Pre-Calculus, 4<sup>th</sup> year or AP Science, additional AP Course *\*The deadline for submitting honors diploma criteria to the Registrar will be the second Friday of May*

**State Test Recognition (White Cord):** Students must pass the State Smarter Balanced exams in both ELA and Math with scores of "4".

**Honor Society (Purple Cord):** Earned by Seniors who are active participating members of Honor Society.

**Quill & Scroll Recognition (Blue & Gold Cord):** Earned by Seniors who are active members of the International Society of Quill & Scroll.

### **Valedictorian/Salutatorian**

The student(s) with the highest GPA will be the class valedictorian(s). The student(s) with the second highest GPA will be the class salutatorian(s). AP classes have a weighted GPA system that is used to determine these awards. The valedictorian and salutatorian are determined after 7 ½ semesters of high school work. In case of a tie for valedictorian, co-valedictorians will be honored. In case of a tie for salutatorian, co-salutatorians will be honored. Valedictorians and salutatorians must earn all credits at an accredited high school or another approved institution such as a community college. Any high school credit earned as an eighth grade student or correspondence courses will not be considered toward valedictorian/salutatorian selection. Students must be enrolled at Elmira High School their junior and senior years. Foreign exchange students will not be eligible for valedictorian or salutatorian. Valedictorians and salutatorians earn the right to speak at commencement at the discretion of the administration. Titles and privileges granted to students designated as valedictorian or salutatorian may be revoked for violation of District policy, administrative regulation or school rules.

### **Commencement Ceremony**

The commencement policy is designated to ensure integrity of the graduation ceremony. Students must complete all requirements for an Elmira High School Diploma or an Elmira High School Modified Diploma and be enrolled in Elmira High School to participate in graduation exercises. To facilitate this process, **all work assigned at Elmira High School must be submitted to the registrar's office at the end of day on seniors' last official day. Official verification of grades of correspondence courses, independent study or charter school work completed for credit recovery must be submitted to the registrar's office by 2:30 p.m. on the Friday before graduation. Such course work not completed on EHS campus must have been pre-approved by EHS administration to be considered towards graduation requirements.** Students must also maintain regular attendance, meet behavioral standards and serve all consequences, and pay all fines and fees accordingly to FRSD Board Policy IKFB. Students must also participate in all rehearsals and dress appropriately for the occasion. Any student not meeting the above standards will forfeit their commencement privileges. Any senior enrolled in and attending an alternative education program will graduate with that program.

Seniors who are continuing to pursue correspondence courses or independent study for credit recovery during the summer after their senior year in order to meet remaining graduation requirements must have official verification of grades submitted to the registrar's office by August 31<sup>st</sup> in order to be considered a graduate of the school year prior. Submission after August 31<sup>st</sup> will result in the student becoming a graduate of the following school year and being responsible for all the graduation requirements of that year.

### **Early Graduation**

A process is in place that would allow a student to graduate early. Please refer to FRSD Policy IKFA and IKFA-AR



## Graduation Requirements\*

Class of 2019		Class of 2020		Class of 2021		Class of 2022	
Subjects	Credits Needed	Subjects	Credits Needed	Subjects	Credits Needed	Subjects	Credits Needed
Language Arts	4	Language Arts	4	Language Arts	4	Language Arts	4
Math	3	Math	3	Math	3	Math	3
Science	3	Science	3	Science	3	Science	3
Global Studies	1	Global Studies	1	Global Studies	1	Global Studies	1
U.S. History	1	U.S. History	1	U.S. History	1	U.S. History	1
Government	1/2	Government	1/2	Government	1/2	Government	1/2
Health	1	Health	1	Health	1	Health	1
Physical Education	1	Physical Education	1	Physical Education	1	Physical Education	1
Applied Art, Fine Art or Second Language	3	Applied Art, Fine Art or Second Language	3	Applied Art, Fine Art or Second Language	3	Applied Art, Fine Art or Second Language	3
Economics	1/2	Economics	1/2	Economics	1/2	Economics	1/2
Electives	6	Electives	6	Electives	6	Electives	6
Total Required	24	Total Required	24	Total Required	24	Total Required	24

\*Graduation requirements have been updated as of 6-1-2018

### PERSONALIZED LEARNING REQUIREMENTS

	2019	2020	2021	2022
<b>Plan &amp; Profile:</b> Tracked in Homeroom where students follow academic progress. Completed all 4 years of school.	x	x	x	x
<b>Career-Related Learning Experiences:</b> Students attend a job shadow and a Career Fair-completed as juniors	x	x	x	x
<b>Extended Application:</b> Culminating project/activity-completed as Seniors	x	x	x	x

### ESSENTIAL SKILLS REQUIREMENTS

	2019	2020	2021	2022
Read & Interpret a Variety of Texts	x	X	x	x
Write for a Variety of Purposes	x	X	x	x
Apply Mathematics in Variety of Settings (2014)	x	X	x	x

### **Alternative Education**

Students/parents interested in alternative education options should contact the Elmira High School Counseling Office. Resident students denied regular school admission will be provided with an alternative education option as deemed appropriate by the District. However, students expelled for violation of applicable state or federal weapons laws may be denied a district funded alternative education option.

A student's alternative placement must have the Superintendent's prior approval. The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law. If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative program. If a student is not successful in an alternative education program, there is no obligation to propose or fund a second program.

### **Foreign Exchange Students**

Students who are attending Elmira High School as foreign exchange students are not eligible to receive the Elmira High School diploma. Foreign exchange students who have senior status and are passing all courses may participate in the graduation ceremony and receive a certificate of participation. Exchange students must be proficient in English to enroll at Elmira High School. In addition, if all paperwork for foreign exchange students is not completed, approved by administration and on file in our counseling office by April 15 of the preceding year attendance, entry into Elmira High School will be denied. Foreign Exchange students will be required to enter into a binding contract with Elmira High School that will specify expectations and possible removal from Elmira High School. Any infraction of any law by a Foreign Exchange student will result in removal from Elmira High School.

### **Transfer Students and Students Earning Credit by Alternative Methods:**

Students who transfer to Elmira High School from another accredited high school will receive credits earned matched as closely as possible with EHS courses/curriculum. The students rank in his/her respective class will be based upon the transferred GPA except for purposes of determining valedictorian or salutatorian status.

Students who have been home schooled or who enter with a transcript from an unaccredited school or earn credits through independent study may have difficulty earning a regular High School diploma. The complete requirements in regards to credits earned (among others) must be met. Coursework completed through home-school or other unaccredited school will not transfer to EHS for fulfillment of the graduation requirements nor count towards graduation requirements.

When a student enters public school after the start of what would be his/her 9th grade year from home school or an unaccredited school, the family, EHS counselor and principal will attempt to develop a plan for graduating with an Elmira High School Diploma. However, the plan must include all requirements of a regular High School diploma as outlined by the State of Oregon. As such, students may need to take credit recovery courses to assist in meeting the credit requirements.

Students who enter with senior standing from home school or from an unaccredited school will not have the opportunity to earn an Elmira High School Diploma.

### **Alternative Education Credit Policy**

In addition to the regular curriculum and courses offered, students may, with prior administrative approval, obtain credit that can be used to meet EHS Graduation Requirements. The following restrictions apply:

- All fees including test proctoring are the responsibility of the student
- Courses must be pre-approved through the EHS counseling office
- A request for Optional Education form must be filled out through the EHS counseling office
- Official verification of grades of on-line/correspondence courses must be submitted to the registrar's office by 2:30 p.m. on the Friday before graduation in order to participate in the graduation ceremony. Courses must be completed by August 31<sup>st</sup> to receive a diploma from your original graduation year.

- Students that are credit deficient need to have a full schedule at EHS, and may be enrolled in no more than 2 on-line courses at any given time. No more than 3.0 total credits can be earned through alternative means.
- Students that are not credit deficient but would like to apply outside credit to EHS graduation requirements must do so with the following restrictions
  - Students can acquire no more than 2 credits from on-line/correspondence courses.
  - Of the 2 credits, only 1 may be for a core content class (Math, English, SS, Science)

### **Activities, Athletics and Student Clubs**

The benefits of involvement in student activities are many. Studies show that students involved in extra-curricular activities tend to have higher grades in high school and have greater post high school success than those who do not participate. Leadership, organization, and time management skills are all developed through student activities. Perhaps the greatest reward for involvement is the friendships which develop.

Student clubs, performing groups and athletic teams may establish rules of conduct and consequences for conduct that are stricter than those for students in general. Performance groups shall abide by established policies and guidelines that govern all performances. 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.

### **ATHLETICS**

Students must meet all District and OSAA requirements and complete all prescribed paperwork before participating in athletics. Information may be obtained from the athletic director or athletic secretary. All “competitive activities” fall under the District drug testing requirements.

#### **Competitive Athletics/Activities**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Soccer - boys and girls Football - boys Volleyball - girls Cross Country - boys and girls *Equestrian – Coed Cheer - Coed	Wrestling - Coed Basketball - boys and girls *Equestrian – Coed Cheer - Coed	Track - boys and girls Softball - girls Baseball - boys *Equestrian - Coed

\* Sports which are not funded or formally sponsored by the district.

#### **Co-Curricular Activities**

Co-curricular activities are school related activities for which credit is not offered or classes for which credit is offered but have a related component where the student performs or represents the school. At Elmira High School these categories currently include but are not limited to the following: journalism, yearbook, leadership, clubs, band, choir, drama/theater and the “Falcon Competition.” Students involved in these activities may be required to sign a contract. Violation of the contract may result in a student’s grade being reduced if a student is unable to participate in the out of class performance or is removed from the class.

#### **Event Conduct/Sportsmanship: Assemblies, Concerts, Activities, Athletics**

Assemblies scheduled during the school day have an educational value; therefore, attendance at assemblies is required. However, advanced administrative approval may be granted for an alternative placement if a student has a legitimate concern regarding content. Students who do not attend will be considered truant. Students are expected to conduct themselves in a way which reflects respect for those speaking, performing, participating or attending events. Disrespect, rude behavior, or poor sportsmanship at an event will not be tolerated and students or student sections which exhibit such

behavior will be removed from the event and may receive disciplinary consequences. Students shall show respect for game officials, opponents and visiting students and adults at all times. They shall demonstrate a positive attitude in cheering for Elmira High School by providing encouragement and support for our team without participating in negative cheers against the other team.

### **Confidential/Trusted Positions**

Confidential/Trusted positions include any position for which the student is given responsibilities or access not accorded the general student population. Confidential/Trusted positions include but are not limited to the following: Computer support Technicians; Teacher Aides; Office Aides; Media Aides; Mentors; Tutors; STARS. Students in these positions must sign a contract. Any violation of the contract will result in the student being removed from the class with a "NP" recorded for a grade.

## **ATTENDANCE**

### **Philosophy**

Punctual and regular attendance is a learned function that contributes to a student's academic success and is expected of adults in their careers. Good attendance is being present 95% of the time while an attendance rate below 90% is unacceptable. Absences contribute to students failing to complete course work or causes assignments to be turned in late. In addition, the knowledge and understanding gained from participation in group projects, discussions, lectures, labs, and demonstrations can not usually be replicated. Students who have unacceptable attendance usually fail to achieve at their ability level and frequently fail their classes.

For the purpose of computing irregular attendance, an unexcused absence for a period during a portion of the day will be considered a half days absence. Additionally, a parent or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required. 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 of not more than \$600.

**Absences and Excuses: Attendance Office: 935-8200 Ext. 2200. 7:30 a.m. to 4:00 p.m.; beyond these hours you may leave a voice mail message.**

**The attendance office is located in Elmira High School's front office. When returning to school after an absence, a student must report to the front office before attending class. A parent may call the front office to excuse a student before their return to school or the student must bring a note signed by the parent that describes the reason for the absence. Students must clear all absences the day they return or their absence will be considered unexcused. Students who are truant or unexcused will be subject to disciplinary action. Information needed to evaluate an absence includes the student's name, a detailed reason for the absence, date(s) of the absence, and parent signature. By law, the administration determines if an absence is excused and confirmation of the reason may be required. A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day. Attendance on the last day of the school week prior to an event controls a student's right to attend or participate in athletics and activities on non-school days.**

Absences from school or being tardy to school **may** be excused under the following circumstances:

1. Illness of the student.
2. Illness of an immediate family member or 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. A student will only be excused for the appointment time period not the entire day.

6. **If the student or parent calls in prior to the first bell ringing to share that a problem has arisen that will necessitate them being late.**

\* Students are required to be in class first period when the tardy bell rings. Missing the bus, over sleeping and running late are examples of tardiness that are not required to be excused by Oregon State law. Students who show a pattern of this type of behavior will be subject to discipline up to and including suspension.

**Prearranged Absences**

A limited number of excused absences for parent-approved activities may be requested and approved by the school administration if requested in advance. Failure to make arrangements in advance will result in the absence being considered unexcused. A Planned Absence Form is available in the front office. This form must be completed, signed by all scheduled teachers, and then signed by the parent/guardian and returned to the attendance office at least one day prior to the absence. Three days should be allowed for this process whenever possible.

**Leaving School During the School Day**

A student who must leave school during the day must bring a detailed note from his parent and check out in the attendance office. A student who becomes ill during the school day, with the teacher's permission, must report to the attendance office. The staff member in charge of the health room will decide whether or not the student should be sent home and will notify the student's parent as appropriate. Students who leave school without prior approval and/or without signing out will be considered unexcused or truant and may lose parking privileges. This includes students who do not return after lunch. These absences may not be excused after the fact. **See definition of "Closed Campus" on page 18.**

A student may only be picked up and checked out during school hours by a parent/guardian or someone listed on school records as an emergency contact. The person picking up the student must come into the front office and sign the student out. This is required for the safety and security of each student.

**Check out procedures for students not residing with their legal guardian**

1. Come to the office to check out
2. Get prior approval of the principal, asst. principal or Dean of Students.
3. Failure to follow these steps will result in an unexcused absence.

In addition, note that the same procedures will apply regarding excusing an absence for any reason, the student must receive prior approval. The school administration will follow school and district policy, along with state law, in determining how the absence will be identified (excused, unexcused, etc....)

**Make-Up Work**

Absences and tardies may directly affect a student's grade. A student may not be allowed credit for late work or work missed as a result of an unexcused absence or truancy violation. Students absent for an excused reason are responsible for all activities/assignments missed while absent and may be given an incomplete or failing grade if the work missed is not completed. Parents should contact the attendance office to arrange for the collection of assignments for a student who will be absent several days. 24 hour notice is necessary. Students will be given a reasonable amount of time to make up work missed due to an excused absence; however, the make up period may not exceed the number of days missed. Prearranged absences, major tests, school related absences, such as athletic/activity and field trips, and long term projects are exempt from this policy. The conditions for make up work including time, place and the assignment are at the discretion of the teacher. Suspended students are responsible for obtaining their assignments and making up the work during the period of suspension.

**Skip Day**

Student organized "skip days" or other unauthorized group absences of students are not considered acceptable educational practices, and permission for absences of this type of activity will not be granted. Days skipped will be dealt with under the discipline policy. In lieu of senior skip day, seniors are released from school several days early.

### **Withdrawal from School**

Students will not voluntarily be withdrawn from school without permission from parents or legal guardians. To withdraw, students need to bring written permission to the attendance office, fill out a withdrawal information form and turn in all books and materials. A locker check will be conducted by a school employee. All fees and fines must be paid before withdrawal is complete.

Elmira High School is required by law to withdraw a student from school after 10 consecutive absences of any type.

### **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 required. All such requests should be directed to the administration by the parent in writing and include the reason for the request.

## **GENERAL INFORMATION**

### **Academic Integrity**

Academic integrity is expected of students at EHS. Incidents of plagiarism/cheating will not be tolerated. Consequences will include, but not be limited to, a grade of "F" for the assignment. Using a cell phone to take pictures of assignments/exams, etc. is strictly prohibited and will be consequence at Level 2.

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

By law, both parents, whether married, separated or divorced, have access to the records of their student who is under 18 years of age 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.

### **Asbestos**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their 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.

### **Bicycles**

Bicycles may not be ridden in pedestrian areas. Bicycles on campus are to be parked and locked in the bicycle rack. (Level 1 Consequence - Inappropriate Object)

### **Breakfast/Lunch Program**

EHS participates in the National School Lunch and Commodity Program and offers free and reduced-price meals based on a student's financial need. Additional information may be obtained from the District Office.

**Bullying/Harassment: See Student Rights and Responsibilities Handbook.**

### **Cafeteria**

Breakfast and lunch, including a sack lunch, are to be eaten in the cafeteria. Parents can verify how much money is in their child's account and add money to that account online by going to [www.myschoolbucks.com](http://www.myschoolbucks.com). A student ID number is needed. Most students know their ID number, but if they don't parents can call the school office for the number. Money can be added to your child's account in the morning when the kitchen is open or during lunch. Checks should be made out to Fern Ridge Lunch Fund.

Students are expected to use good manners in the cafeteria and to place trays and refuse in the appropriate place when finished eating. Misconduct in the cafeteria may result in student discipline, including loss of cafeteria privileges and work crew.

### **CD Players/Radios/Headsets, etc**

Music devices with headsets are allowed, but may not be played or worn during class time. Occasionally an individual teacher may deem the use of these devices as being appropriate for use during class time. In such cases they may be worn, but only with the prior permission of the teacher. Boom boxes and other amplified devices are forbidden (except as allowed by staff). These items will be confiscated by school authorities and placed in the main office for parents to retrieve. Students who violate this policy will face disciplinary action. (Level 1 - Inappropriate Objects)

**Child Abuse Training: See Student Rights and Responsibilities Handbook.**

### **Classroom Rules**

Classroom regulations are the responsibility of the teacher and are binding upon the student. Each teacher will develop a set of class rules to assist the student in achieving success in that class. Class rules may exceed, but not preclude district and school rules. Students are not to enter classrooms to communicate with other students, nor are they to distract students in other classrooms at any time.

### **Closed Campus**

Elmira High School is a closed campus. This includes breaks, passing times, assemblies and advisor/advisee meetings. Therefore, all students are required to stay on campus upon arrival including before school. Seniors and Juniors are permitted to leave campus only during their lunch period, however walking off campus during lunch is not permitted. Freshmen and Sophomores may leave campus during the lunch period if they check out and are accompanied by their parent. If it is necessary to leave campus during the school day, students must check out in the attendance office and receive approval from the administration. Failure to receive advanced approval will result in the absence being unexcused. The administration may periodically or permanently close the campus based on student violations or inappropriate off-campus behavior during the lunch period.

### **Communication Devices**

Cell phones, pagers and other similar devices must be turned off and not be in view or use during class time. Violation of this rule will result in the item being confiscated and placed in the office for **parents or guardians to retrieve**. Repeated violations of this policy will result in additional consequences up to and including revocation of the privilege to possess communication devices at school. Students who refuse to turn over their phone to a staff member will face additional consequences. In addition, the use of cell phones to take pictures of exams, assignments or unauthorized pictures that invades a student's privacy is strictly prohibited and may be consequence up to step 3 and expulsion at the discretion of the administrator. **See Student Rights and Responsibilities Handbook for more information.**

**Computer Use/Internet Access: See Student Rights and Responsibilities Handbook.**

### **Examples of Misuse of computers or technology**

Examples of misuse include, but are not limited to, the activities in the following list.

1. Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner
2. Attempting to download unauthorized software, games, applications or music files.
3. Accessing the District network with an unauthorized Computing system.
4. Using the District network to gain unauthorized access to any computer systems.
5. Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
6. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms or their variants.
7. Attempting to circumvent data protection schemes or uncover security loopholes.
8. Violating terms of applicable software licensing agreements or copyright laws.
9. Deliberately wasting computing resources.
10. Using electronic mail to harass others.
11. Masking the identity of an account or machine.

12. Posting materials on electronic bulletin boards that violate existing laws or Elmira High School codes of conduct.
13. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner. Users will notify the school administrator, technology coordinator or supervising teacher when they see a possible security problem.

Students are to obey all copyright laws with regard to downloading of files or reproduction of any material found on the Internet.

Web pages will not contain the full name or identifiable picture of any student without written parent permission. All web pages are to be pre-approved by the appointed District or School Webmaster prior to the web page being published.

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 damage you may suffer, including but not limited to, loss of data or interruption of service. This 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.

Students are responsible for all activity under their account. Therefore, an account owner shall never share their account name, number, or password with another person or leave an open file or session unattended or unsupervised.

Students complying with the above conditions may use the system. A student must present their student identification card to the staff member in charge of the media center or computer lab if they are accessing the system independently. Violation of any of the conditions of use may be cause for disciplinary action and/or suspension of the system access up to and including permanent revocation. Violations of laws will be reported to law enforcement officials.

### **Counseling**

Guidance services are available for every student in the school. A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns. Students are encouraged to seek assistance when needed. Most discussions with counselors are considered confidential.

Students are encouraged to talk with a counselor, advisor or other faculty member to learn about the curriculum, course offerings and graduation requirements. Students who are interested in post graduate education - community college vocational schools, apprenticeship programs, university/college, or some other advanced education - should work closely with a counselor so that they take the courses that will best prepare them for their goals. In addition to providing information about entrance requirements, financial aid, scholarships and housing for the above, counselors may also provide testing programs which provide students with information about their interests, abilities and achievements, interpret test scores and other information useful to their personal and career goals.

### **Distribution of Materials and Meetings: See Student Rights and Responsibilities Handbook.**

### **Emancipated and 18 Year Old Students**

Students in this category may act as their own guardian. However, students who are 18 and still living at home will need written permission from their legal guardian to leave campus and excuse absences. While attending Elmira High School, all rules and policies are applicable to all emancipated students.

### **Emergency/Fire/Earthquake Drills**

Safety drills will be scheduled monthly during the school year. Students should exit in an orderly fashion with the classroom teacher. Escape routes are posted in every classroom. Once the return signal is given, students are expected to return immediately to class.



**Grooming & Dress: See Student Rights and Responsibilities Handbook for District Guidelines. Specific to EHS, the following are a list of unacceptable clothing at the High School Level.**

1. Shirts and shoes must be worn at all times.
2. Sunglasses may not be worn in the school building.
3. Appropriate undergarments are to be worn but may not be exposed. (e.g. boxers showing, bra straps, etc....)
4. Blouses and shirts must be long enough to touch the waist of a student's pants or skirt
5. The length of shorts and skirts must be equivalent to the ends of a person's fingertips when their arms are extended by their side.
6. Clothing that displays or promotes alcohol, drugs, tobacco, profanity, sexual innuendoes (Hooters or Big Johnson garments) or any other inappropriate illustrations or wording is prohibited.
7. Clothing that exposes the midriff (front and/or back) or inappropriate cleavage, see through clothing, strapless tops, halter tops, "muscle" or "A" shirts, etc is prohibited. Arm cut-outs shall not be larger than the mid-point of the upper arm.
8. Clothing or items of clothing that may be worn for the purpose of establishing and/or identifying gang membership is prohibited. (e.g. bandanas, headbands, etc...)
9. Clothing which promotes discrimination, harassment, prejudice, racism, weapons or violence, etc, is prohibited.
10. Hats may be worn in classrooms at the discretion of individual teachers. Hats must conform to restrictions established for other items of clothing.
11. Sagging oversized pants, flagging belts, visible boxer shorts, oversized chains and spiked jewelry are not allowed. Chains made of links larger than 1/4 inch in width and/or longer than 15 inches are prohibited.
12. Pajamas and/or blankets are not appropriate to wear or bring to school.

**Emergency School Closure (UPDATE)---**

In case of hazardous or emergency conditions, the superintendent may alter transportation and school schedules, as appropriate to the particular condition. Such alterations include closure of schools, delayed openings of schools, early dismissal of students and run limited bus schedules. Such changes will be broadcast on local radio and television stations and will also be available through the Guardline, 485-2000 x7806 and over the Internet at [www.Flashalert.net](http://www.Flashalert.net). **When schools are closed due to these conditions, all extra-curricular activities, including practices, are cancelled.**

**End of School Year Behavior**

Violation of school rules and policies near the end of the school year may result in suspension from school with final exams to be taken after the school year is completed. If the violation occurs too late to effectively implement consequences, the student will be subject to the consequences at the beginning of the next school year. Seniors may be prevented from participating in graduation activities, including commencement ceremonies.

**Field Trips**

All field trips must be pre-approved via a planned absence form signed by the student's parent or legal guardian.

**Food and Beverages**

Food and drinks shall not be consumed in the classroom except under special circumstances. If garbage in the hallways, courtyards or walkways become a problem, vending machines and the coffee cart will be shut down and all food and drink will be restricted to the cafeteria. Water may be consumed in the classroom at the discretion of the teacher.

**Gender Identity: Schools across the country strive to create and sustain inclusive, supportive, safe and nondiscriminatory communities for all students. The issues of gender identity and how public schools can implement policies and practices to support students is an emerging and rapidly evolving discussion. Elmira High School will strive to be in compliance with any best practice following Federal ([http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201605-title-ix-transgender.pdf?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201605-title-ix-transgender.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)),**

State ( [http://www.ode.state.or.us/superintendent/priorities/6.d\\_1-transgender-student-guidance-final-5-5-16.pdf](http://www.ode.state.or.us/superintendent/priorities/6.d_1-transgender-student-guidance-final-5-5-16.pdf)) and District guidance, policies and laws on this issue.

### **Hackeysacks, Athletic Balls, etc**

Ball playing of any kind is prohibited in the hallways, classrooms and the cafeteria. Athletic equipment is not permitted in classrooms and the cafeteria.

### **Hall Passes**

If it is necessary for a student to leave the classroom during class time, teachers are to issue a hall pass. A hall pass may be written or classrooms may use specific “objects”. One hall pass may be issued for multiple students if they are going to the same location. Students are to go directly to and from their designated destination. Students should come to class prepared with books and materials and should not need to go to lockers during class periods. The administration reserves the right to deny hall passes to student who violate the hall pass policy and/or abuse or overuse passes.

### **Health Concerns**

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 submitted by parents to the school. Parents are encouraged to update this information as often as necessary. Students will only be allowed to remain in the health room for a short period of time. If a student is too ill to be in class, then he/she should be at home under the care of the parents. 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 the parents. A student must check out in the attendance office before leaving campus or the absence will not be excused.

### **Infection/Disease Instruction**

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

Parents with questions about the district’s AIDS, HIV and HBV health education program should contact a health instructor or the district curriculum director.

### **Law Enforcement Questioning of Students: See Student Rights and Responsibilities Handbook.**

### **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 and storage areas. 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. Students must use a school lock if they choose to use a school locker. 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 the district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials. Students are not to change lockers without prior office approval. Defects in locks or lockers should be reported to the office as soon as possible.

### **Lost and Found**

Items found around the school shall be turned in to the main office where students may claim items. Periodically, unclaimed items will be given to public agencies. If you keep or use an item that is not your property, it will be treated as theft.

### **Medication at School**

Students in grades 9-12 will generally be assumed capable of handling self-administered medications following the procedures as outlined below. Parents of students who are unable to self-medicate due to their emotional, physical, and/or cognitive development or other such reasons are to contact the front office for assistance as needed.

#### Procedures for Self-Administering Necessary Medication (Grades 9-12):

- All medication must be in the original container. Prescription labels are to specify the name of the medication, dosage and frequency. The instructions must include information as to the maximum dosage in a given period of time.
- Over-the-counter medication requirements: To include only nonalcoholic medication such as eye, nose, and cough drips, cough suppressants, analgesics, decongestant, and antihistamines to be taken at school that are necessary for the child to remain at school.
- The student should only have the amount of medication needed for that school day.
- All medication is to be kept with the student or stored in his/her own locker.
- There is to be no sharing or borrowing of medication with another student.
- The right to self-administer necessary medication will be revoked if there are any abuses of such procedures and/or other Board policy and administrative regulations as may be applicable.
- Any violation of this policy may result in suspension.

Request for the school staff to administer medication shall be made by the parents in writing. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included. Written instructions of the parent which include the information above are required for all requests to administer nonprescription medication.

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

#### **Messages/Deliveries for Students**

Students will receive notification of deliveries/messages (flowers, etc) but are not allowed to pick them up until after their last class of the day. Items necessary for the school day will be delivered when appropriate. Messages will only be delivered from parents and should be limited to emergency situations.

#### **Off-Limits Area**

The following areas are off-limit to students unless they are under the direct supervision of a staff member or have been granted permission to be in the area. The administration may periodically or permanently close any area of the campus for security reasons. Students are to enter and exit EHS by Fir Grove and Falcon Drive.

- vehicles and parking areas
- baseball, softball, football, and track fields, grandstands and dugouts
- area between the building and the football field/grandstand (east of building)
- other school campuses and property in the Fern Ridge School District
- wooded area surrounding the campus
- gravel road north of school building
- area to the east of the science and LCC classrooms
- Falcon Drive is closed to all students during school time
- gym hallway and stairwells during the lunch period
- during athletic contest and other school sponsored activities all areas of campus are off-limits with the exception of the immediate area where the event is occurring
- the areas in and around the Vocational-Technical Building during lunch time.

#### **Reciprocal Transfer Students**

Occasionally, students who reside in another district request to attend Elmira High School. Students may transfer to EHS when there is an even "swap" or 1:1 swap, with a district. Both superintendents must agree to this "swapping" of students. Transfer students must meet with the Principal of EHS prior to transfer being approved. Students who are attending EHS on such a transfer will be under contract and will need to maintain a C grade in each class, be in attendance 96% of the time and honor the student

code of conduct (not receive any behavior referrals). If any of these enrollment standards are not maintained, transfer permission will be revoked.

### **School Sponsored Events**

Students at all school sponsored activities are governed by school district rules and regulations and are subject to the authority of school district employees whether the events occur on or off the school grounds. A student who is absent from school for any reason may not be allowed to participate in school-related activities on that day. Attendance on the last day of the school week prior to an event controls a student's right to attend or participate in athletics and activities on non-school days. A student who is suspended, out-of-school or in-school, will be ineligible to attend or participate in athletic, activity, co-curricular or social events for a period of five (5) school days. **Students leaving prior to the end of an athletic contest or school activity will not be allowed to re-enter.**

Dances and other social events are for Elmira High School Students. There are no open dances. Students must present their identification card to be admitted. A student may be accompanied by a guest under 21 years of age to Homecoming, the Winter Dance, and the Prom. Guests must be pre-approved via completion of a guest pass by both the administration and the student's parent. **Guest passes must be turned into the front office by 8:00 a.m. the Wednesday prior to the dance's scheduled date** (Guest passes turned in after this time may not be approved). All guests must show a picture I.D. and an approved guest pass at the door. Any person who has dropped out of EHS or who has been expelled from EHS or any other school will not be allowed to attend dances or school events as a guest.

Middle school students are never allowed as guests. Students bringing a guest are responsible for the guest's behavior. Violations of school rules by a guest will result in the student's loss of guest privileges in the future. Students who violate school rules at a school event may have this privilege suspended or revoked. With the exception of Homecoming, the Winter Dance, and the Prom which may end at midnight, all dances will end at 11:00 p.m./11:30 after game football dance. Chaperones may close a dance at any time for inappropriate behaviors by students. Except for the Prom, high school dances will be held in the cafeteria. The sponsoring organization is responsible for damage to the facility and must properly clean the facility prior to 7 a.m. on the next school day. A one hundred-dollar cleaning fee is to be deposited in advance with the EHS bookkeeper. The deposit will be returned if the facility is clean and all decorations are removed.

**Search and Seizure: See Student Rights and Responsibilities Handbook**

### **Self-Referral for Substance Abuse**

Students are encouraged to request assistance through self-referral in dealing with substance abuse issues. Students should request a meeting with an administrator or counselor. Students will not be subject to disciplinary action if they agree to a chemical assessment and participation in an abuse prevention program.

### **Senate Bill 300 also known as "Expanded Options"**

The 2005 Oregon Legislators passed SB 300 (Expanded Options); providing eligible high school students early entry into post-secondary education. The Expanded Options Program emphasizes specific provisions for at-risk-students. Key features of the bill and FRSD's Board Policy can be viewed on our website at:

<http://policy.osba.org/fernridg/i/igbhe%20g1.pdf>

### **Skateboards/Rollerblades/Scooters, etc**

Due to the inherent dangers both to participants and non-participants, combined with the potential liability assumption, the use and/or possession of skateboards/scooters/rollerblades, etc. on school property is not allowed. These items will be confiscated by school authorities and placed in the main office for parents to retrieve. Students who violate this policy will face disciplinary action. (Level 1 - Inappropriate Objects)

### **Student Fund-Raising Activities**

With the permission of the administration, students under the direct supervision of their advisors may carry out fund-raising activities in which no outside fund-raising agency or contract is concerned. Where funds are to be raised through an outside agency or contracted activity, the activity must receive prior approval by the Board. Activities concerned with fund-raising for charitable or other causes not relating to school activities may not be carried on without prior approval of the building principal, the superintendent and the Board.

### **Student Identification Cards**

All students are required to have an Elmira High School student identification card while at school or school activities. Students are required to have their pictures taken during registration or on make-up days. Students may not wear a hat for this picture. Students will show their card upon request of a staff member. Students who violate this policy will face disciplinary action.

The activity fee of \$20.00 allows students free admission to all home athletic events and reduced admission to dances. An activity sticker, once purchased, is permanently affixed to the student body card. Students must present this card for entry to school functions including but not limited to athletic and social events including dances.

### **Student/Parent Complaint Procedure**

The following process should be used to address concerns and complaints. An informal conference between the involved parties that may or may not involve the principal should occur in a timely manner. If the problem is not resolved between the involved parties, a meeting may be requested with the building administrator. If the situation is not resolved the appeal process advances to the superintendent and then to the Board. Formal complaints must be in writing.

### **Supervision of Students**

Adult supervision is provided to students 30 minutes before and after classes and 15 minutes before and after district sponsored activities. Students and parents should make arrangements for appropriate and timely transportation.

### **Syllabi**

Grading policies are consistent throughout Elmira High School, however, there are differing academic expectations with every classroom teacher. Each teacher will provide every student with a syllabus for the class they are enrolled in that specifically outlines expectations for that particular class. It is the student's responsibility to understand deadlines, formats and other criteria to successfully pass courses.

### **Telephones**

Only in the event of an emergency will students be allowed to use the office or classroom phones. Under no circumstances will school phones be used for personal conversations.

### **Transportation of Students**

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

### **Vehicles on Campus**

The privilege of parking/driving a vehicle on school property is extended to any licensed driver complying with the rules and regulations of the school and all local and state traffic laws. Permission to park/drive a vehicle on district property may be revoked and the vehicle may be towed for violating the vehicle regulations. Examples of violations would be parking on campus without an EHS permit or student vehicles on campus while driving privileges are suspended. These rules are enforced 24/7. Charges for towing and storage will be the responsibility of the owner or operator of the car. Campus/parking privileges may also be suspended for an excessive number of referrals, leaving campus without signing out in the front office, skipping classes, unacceptable attendance or failure to progress toward graduation and/or violation(s) of the student code of conduct.

Parking/driving a vehicle on school property is a privilege and not a right. The speed limit on school property is not to exceed 10 mph. Vehicles parked/driven on district property are under the jurisdiction of the district. As a condition of parking/driving on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a law, policy, rule or procedure violation. The district requires that before parking/driving 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 Vehicle Division with other satisfactory proof of compliance with the financial responsibility requirements of the state. It is the responsibility of the parents and students to ensure that any car driven/parked on district property is in safe operating condition. The district assumes no responsibility or liability for loss, vandalism, theft or damage to vehicles.

While driving privileges are suspended a student may not park/drive a vehicle or have another person park/drive their vehicle on district property. Suspensions apply 24/7/365. Failure to comply with a suspension will be considered insubordinate behavior and the suspension of parking/driving privilege will be moved to the next step.

### **Video Surveillance Cameras**

In an effort to increase school security, provide greater safety for students, staff, building visitors, and to reduce vandalism and theft, many areas of the school campus shall be subject to observation and monitoring by video camera. As such, a person does not have the right to expect privacy in connection with their actions and activities while on campus. The recordings of such actions and/or activities shall be available for use by the staff and law enforcement authorities, if necessary, to enforce school rules and the law.

### **Visitors**

Parents and other district patrons are encouraged to visit Elmira High School. To avoid disruption to the educational process, all visitors, volunteers and guest must register and provide a picture I.D. to the main office in exchange for a visitor's pass. Visitors will then be directed to the appropriate area. Casual and/or social visitors are not allowed. Visitations must be for educational purposes and approved in advance by the administration, teachers and parents.

### **Wellness Policy**

Elmira High School will adhere to the guidelines of Fern Ridge School District Board Policy #EFA "Local Wellness Program." This policy can be reviewed at the following website:

<http://policy.osba.org/fernridg/E/EFA%20G1.PDF>

## **Student Code of Conduct**

**(Includes District & EHS policies, regulations, rules and violations of the law)**

### **Basic Student Expectations**

**Be Respectful**  
**Respect Others' Space**

**Be Responsible**  
**Follow Directions**

### **Conduct**

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

The Board recognizes that acceptable behavior is essential to development of responsible and self-disciplined citizens and integral for providing a safe, positive and effective school environment and program(s). Positive behavior is based on respect for one's self and for the worth and human dignity of others. Development and reinforcement of such positive behavior in students is a dual function of one's home and of the school system.

In order to fulfill the schools' responsibility, it is necessary that every school activity contribute positively to the creation and maintenance of a climate that is safe and promote a positive working and learning environment. Students may face disciplinary consequences for:

- 1) On-campus behavior that would otherwise tend to disrupt the educational process or the operation of the schools or district or any activity involving a school district;
- 2) Off-campus behavior that would otherwise tend to disrupt the educational process or the operation of a school or district or of a school's related or supervised functions and at a school bus stop; or
- 3) Behavior that occurs while traveling to and from school if the behavior has a threatening effect on student activity or physical or mental health.

All district staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral learning and working environment.

A student code of conduct, developed under the district administration's leadership, will be made available to students and their respective parent(s) or guardian(s) and enforced on each school property and school related activity.

### **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 decision of staff and administrators. The District complaint procedure and any applicable legal requirements apply to this right.

The District's disciplinary options include using one or more discipline management techniques that may include counseling by teachers, counselors and administrators, detention, non-school or after school attendance, suspension, expulsion, loss of driving privileges, loss of right to apply for driving privileges, loss of privileges, honors and awards and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will also be considered prior to any suspension or expulsion.

**Discipline of Students with an IEP: See Student Rights and Responsibilities Handbook.**

### **Warning**

A warning is defined as a verbal or written notice of a violation cautioning the student to desist an undesirable behavior. This may be substituted for another consequence.

### **Work Crew**

A student may be required to do tasks around the school. This may be substituted for another consequence at the discretion of the administration or Dean of Students.

### **Detention/Wednesday School**

A student may be detained outside of school hours if the student violates the Student Code of Conduct. Students will be notified of the reason for detention and are provided a copy of the referral for parents to review. Students are expected to make arrangements for their transportation on the day(s) of detention. These discipline options are in lieu of suspension. A student who fails to attend one of these options as assigned will be suspended.

**Suspension: See Student Rights and Responsibilities Handbook.**

**Expulsion: See Student Rights and Responsibilities Handbook.**

### **Refractory Status**

A student with unmanageable behavior will receive a suspension for a period not to exceed 10 days pending a mandatory hearing with the parents, student and administrator. The purpose of the hearing is to review the student's behavior pattern to consider an expulsion recommendation.

### **Behavior/Consequences**

Behaviors and consequences include but are not limited to the following:

### **Accessory/Instigate/Socialize**

A student who urges, goads, incites, or helps another person to violate a rule or who aids them after the violation, including lying or withholding information from school authorities, will be subject to the discipline for the offense.

### **Acknowledgment of Consequences**

Students are expected to sign all referrals. Signing a referral is acknowledgment that you have received the information in the document, not an admission of guilt. A student signing a referral does not waive their due process rights. Failure to sign a referral will be considered insubordination.

### **Process/Procedure Violation**

Consequence as stated for the violation.

## **Level 1 Violations**

### **Abusive Language/Inappropriate Language/Use or Display of Profane or Obscene Language**

Messages that include swearing, name calling or use of words in an inappropriate way.

### **Classroom/Activity Disruption**

Behavior causing an interruption in a class or activity. Disruption includes sustained off-task talk, loud talk, yelling or screaming, noise with materials, horseplay or roughhousing, sustained out-of-seat behavior, throwing materials, failure to bring appropriate materials to class, unacceptable classroom effort

### **Closed Campus Violation**

Leaving school grounds during school hours without prior administrative approval and/or without prior parent approval for juniors and seniors. A closed campus violation is also defined as transporting students off campus who do not have off campus privileges or walking off campus (at lunch). Additional Consequences: Sophomores and Freshmen who violate this policy will have their off-campus lunch privileges suspended when they become eligible. Juniors and Seniors will have their off-campus lunch privileges suspended - Step 1: 30 School Days Step 2: 60 School Days Step 3: 120 School Days

### **Computer Violation**

A student's computer privileges may be suspended or revoked

**Display of Affection (Inappropriate):** Examples that are appropriate include hand holding and short hugs.

### **Disruption of the Educational Process**

### **District Transportation Violation**

Violating transportation rules while on district provided transportation. Consequences for this violation may include a level one consequence as well as losing the privilege of riding on district transportation for up to one year.

### **Dress Code Violation**

### **Gambling**

### **Hall Pass Violation**

In addition to the consequences listed below, a student may be placed on the restricted hall pass list. Students on this list must have administrative approval to leave class.

### **Inappropriate Objects**

Bringing, possessing or using - These are items that may disrupt the educational process or learning environment. They include but are not limited to the following: laser pointers; lighters; matches; water devices, legal fireworks, drug paraphernalia, stink or smoke bombs.

### **Leaving Class Without Permission**

### **Leaving School Without Permission**

Students who leave campus without permission and/or without signing out in the front office may lose parking privileges on campus.

Step 1: 5 day suspension of privilege

Step 2: 10 day suspension of privilege

Step 3: Permanent revocation of permit

### **Off-Limits Area Violation (see page 25)**

### **On Campus During An Off-Campus Period**

Students who are scheduled for late arrival, early release, tutoring/mentoring or work experience may not be on-campus unless they check in at the attendance office and are under the supervision of a staff member.

### **Parking Violation**

Students must have a valid parking permit displayed in the front window of their vehicle. Students are not to loiter in the parking lot at any time or visit the parking area during the morning break, lunch period or class time. Students are to be in the student parking lot only when in the process of entering or exiting



campus. All student vehicles must be parked in the student (south) parking lot. Parking in the LCC parking area or the staff parking lot is prohibited. Students may park their vehicle in the auto shop area for academic reasons with the permission of the auto shop instructor. Vehicles must be parked in the marked areas of the parking lot. Parking incorrectly, blocking another car, parking in a no parking zone (yellow) or a fire lane (red) is a violation. In addition to the penalties below, these violations may result in the vehicle being towed at the owners expense and shall result in the loss of driving and parking privileges.

Step 1: 5 School Days    Step 2: 10 School Days    Step 3: 20 School Days

### **Tardy Violation**

A student who is tardy to a class more than two times to a class during a quarter. A student is tardy when they are late to class by five minutes or less. After five minutes, it is considered an absence.

### **Vehicle Violation**

Vehicle violations include but are not limited to the following: leaving school, including truancy without administrative approval; transporting students in the back of open pickups; transporting unauthorized students off-campus, including freshmen and sophomores during the lunch period. In addition to the penalties for a level 1 violation, these violations shall result in the loss of driving and parking privileges.

Step 1: 30 School Days    Step 2: 60 School Days    Step 3: 90 School Days

### **Consequences for Level 1 Violations.**

Step 1: Detention/Wednesday School

Step 2: Suspension 1-3 School Days

Step 3: Suspension 5-10 School Days

### **Level 2 Violations**

The following behaviors and violations are considered severe.

### **Bullying/Harassment/Hazing/Tease/Taunt/Intimidate/Extortion**

Disrespectful messages include negative comments based on race and/or national or ethnic origin; religion, gender, age, disabilities or other personal matters. This also includes threatening for the purpose of trying to make a person do something against their will or the use of picture taking cell phones in locker rooms or restrooms when a students' privacy is invaded. Consequences for taking unauthorized pictures will immediately be elevated to Step 3 of this level 2 violation.

### **Cheating**

Cheating is defined as, but not limited to, taking pictures of exams/tests/quizzes with a cell phone or other device, plagiarism, copying another students work, fraud, etc. Consequences may range from loss of a grade for the assignment up to loss of credit for the class.

### **Defiance/Disrespect/Insubordination/Non-Compliance/Profanity Directed Toward a Staff Member**

Refusal to follow directions, talking back, socially rude interactions, *open defiance* and/or swearing at a staff member.

### **Detention or Wednesday School Violation**

### **Driving Violation**

Driving violations include but are not limited to the following: exceeding speed limit of 10 mph; reckless or careless driving. In addition to the Level 2 consequences, these violations shall result in the loss of driving and parking privileges. These consequences are for a student=s career at Elmira High School.

Step 1: 90 School Days    Step 2: Permanent Revocation

Permanent revocation (Step 2) also applies to a student who transports or stores drugs, alcohol, weapons, or any illegal or restricted substance or article on District property.

### **Fighting/Aggressive Physical Behavior**

Actions involving serious physical contact where injury may occur - hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.

### **Forgery**

Signing a persons name or representing one's self to be another person by use of the telephone or e-mail without that persons permission.

### **Gangs**

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.

### **Theft**

Student is in possession of, having passed on, or being responsible for the removal of someone else's property. In addition to the level 2 consequences a student will be required to pay restitution.

### **Tobacco Violation**

Bringing, selling or distributing, possessing, or using any tobacco product. This includes tobacco or non-tobacco simulated smoking devices such as, but not limited to: "vape pens," "cloud pens," "hooka" or "e-cigarettes."

### **Truancy/Unexcused Absences**

Student stays out of class or school without permission or the reason is not excused by the administration. This behavior could result in loss of parking privileges.

### **Vandalism/Property Damage/Graffiti**

Student participates in an activity that results in substantial destruction or disfigurement of *district* property. In addition to the level 2 consequences, restitution will be expected. Students who damage *district* property accidentally will be liable for expenses related to their behavior.

### **Consequences for Level 2 Violations.**

Step 1: Suspension	1-5 School Days
Step 2: Suspension	5-10 School Days
Step 3: Expulsion	

## **Level 3 Violations**

The following behaviors will not be tolerated. Students who violate these rules will be suspended pending an expulsion hearing.

### **Arson**

Student plans and/or participates in the burning of property

### **Assault/Menacing/Threat**

A student who physically or verbally attacks another person causing injury or places them in fear of imminent serious physical injury on District property or while attending a school activity or athletic contest.

Use of threats, targeted lists, intimidation, harassment or coercion against any fellow student, District employee or a person on District property or attending a school activity.

### **Bomb Threat/Fire Alarm**

Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. This also includes pulling a fire alarm or signaling an emergency when none exist.

### **Drugs/Alcohol – See Student Rights and Responsibilities Handbook.**

### **Repeated Violations**

Student has three or more Level 2 violations or persistently fails to comply with the school rules and staff directives or a combination thereof.

### **Weapons (Imitations Included)-See Student Rights and Responsibilities Handbook.**

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

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

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

## **Consequence for Level 3 Violations**

Expulsion

## **Elmira High School Parent Involvement Policy**

It is the goal of Elmira High school to provide frequent, meaningful opportunities for parents and families to become engaged in their child's education. Several approaches are taken in order to achieve this goal. This policy is written to clearly delineate these opportunities as well as describe the process by which they are communicated to parents, methods for such communication, and strategies for program evaluation and improvement.

### **Parent Communication:**

#### **Events/Activities:**

Parents may/will be notified of all activities and events through:

1. Electronic phone call system
2. Reader board in front of the district office
3. District website with school calendar
4. Classroom and other staff blogs
5. Facebook
6. "REMIND" App.

#### **Student Achievement:**

EHS has parent teacher conferences twice a year. All parents are invited to the conferences. Report cards are given at these conferences. Those parents that do not attend will have their report card mailed home.

### **Volunteer Opportunities:**

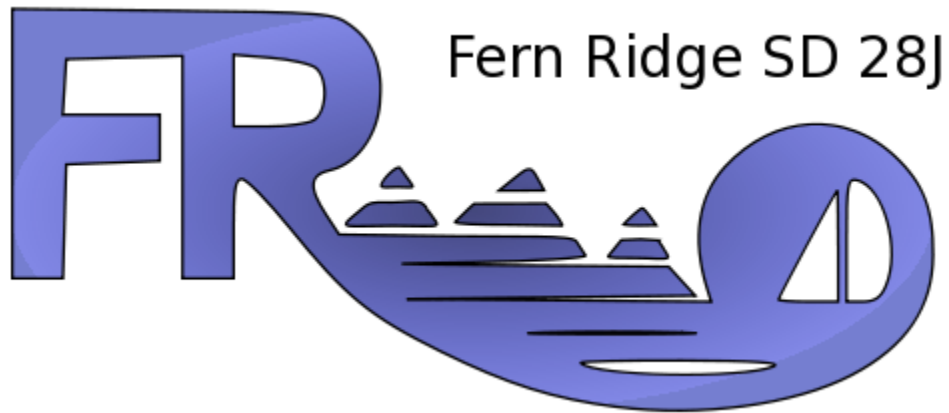
There are many opportunities to volunteer at Elmira High School. They include but are not limited to:

1. Campus/hallway supervision
2. Site council
3. Field Trips
4. Fundraising Events
5. In-class support
6. Community Service Projects
7. ASPIRE PROGRAM: Contact counseling office

To assist with getting information out about volunteering EHS does several things including:

1. Giving every family a Criminal Background Form to fill out at registration so they can become "authorized" to volunteer
2. Put out information regarding volunteer opportunities.
3. Remind parents that criminal background forms are needed to volunteer and attend field trips, etc....





# Student Rights and Responsibilities Handbook

The mission of the Fern Ridge School District is to create a safe place where young people grow to become caring, ethical, healthy individuals. Those who can adapt to change, enrich the democratic process and contribute to a global society.



## Table of Contents

### **To all Students and their Parents or Guardians.....105**

### **Freedom of Expression.....106**

School Publications-Distribution of Materials-Rights and Responsibilities-Commercial and Fund-Raising Activities-Time and Place of Distribution-Student Display Areas-Participation in Patriotic Exercises-Objections to Instructional Materials-Prohibited Speech

### **Use of Technology and the Internet.....107**

### **Dress and Grooming.....107**

Student Dress and Grooming

### **Gang Activity.....107**

### **Assembly of Students.....107-108**

Informal Gatherings-Student Meetings-Speakers-Student Walkouts-Petitions

### **Students with Disabilities.....108**

### **Freedom of Religion.....108-109**

Student Religious Meetings and Discussions  
Release Time for Religious Instruction

### **Nondiscrimination and Harassment.....109-112**

Definitions-Reporting-District Staff and Volunteer Responsibility-Student Responsibility-Complaint Process-No Reprisal or Retaliation

### **Attendance.....112-113**

Exemptions from Compulsory School Attendance  
Enforcement  
Students Who Have Been Suspended or Expelled

### **Admission.....113-114**

Admission of Resident Students  
Admission of Nonresident Students

### **Use of Motor Vehicles.....115**

### **Student Records.....115-116**

Confidentiality of Education Records-Inspection of Education Records-Release of Education Records-Directory Information-Information on Rights of Parents and Adult Students

### **Search and Seizure.....116-117**

Student Searches-Seizure of Property-Use of Lockers an

d Desks-Assignment of Lockers and Desks-General Inspections of Lockers and Desks

### **Use of Tobacco.....117**

Tobacco Free Environment  
Use of Tobacco, Alcohol and Drugs

### **Serious**

### **Misconduct.....118-119**

Violation of District's Discrimination and Harassment Policy  
Theft and Stolen Property  
Substantial Disruption of School or School Activities  
The Willful Disobedience of a Staff Member's Authority  
Use or Display of Vulgar and Plainly Offensive, Obscene, or Sexually Explicit Language or Hate Symbols  
Damage or Destruction of School Property  
Damage or Destruction of Private Property on School Premises or During a School-Sponsored Activity  
Coercion, Assault, Menacing, Threats, Intimidation or Harassment  
Possession, Handling or Transport of Any Dangerous or Deadly Weapon  
Use or Possession of Any Controlled Substances, Including Alcoholic Beverages and Drug Paraphernalia While Involved in School Activities  
Misconduct that Occurs Off-Campus

### **Disciplinary Procedure.....119-122**

Informal Discipline Procedures for Minor Infractions  
Formal Discipline Procedures  
In-School Suspension-Out-of-School Suspension-Expulsion from School-Required Expulsion Hearing  
Physical Discipline  
Suspension or Expulsion of Students with Disabilities  
Behavior Is Not a Manifestation of Student's Disability  
Behavior Is a Manifestation of Student's Disability  
Suspension or Expulsion of Students Eligible under 504  
Behavior Is Not a Manifestation of Student's Disability  
Behavior Is a Manifestation of Student's Disability  
Suspension of a Student's Driving Privileges  
Withdrawal-Appeals  
Required Reports to Law Enforcement Agencies  
A Student's Right to Hear His or Her Accuser  
Complaints and Accusations Made by Staff Members  
Complaints and Accusations Made by Other Students  
Interviewing of Students

### **Alternative Education Options.....122**

### **Cooperation with Law Enforcement**

### **Agencies.....122-123**

**Child Abuse.....124**

**Trespassing.....124**

- Visitors Permitted On School Grounds
- Visitors Must Report to the Office
- Weapons in the Schools
- Students Who Have Been Suspended or Expelled
- Violations of this Policy

**Appendix1.....125**

Due Process Procedures for Out-of-School Suspension

**Appendix2.....125-126**

Due Process Procedures for Expulsion



## To All Students and Their Parents or Guardians

This handbook sets forth the rights and responsibilities of students and the standards for student conduct as adopted by the Board of Directors of School District 28J, Elmira, Oregon. The widest possible distribution of this handbook to students and parents is required by Oregon state law (ORS 339.240). Students and parents are encouraged to read this handbook carefully and retain it for future reference. The italicized paragraphs that introduce each section describe existing conditions or laws. The paragraphs that follow outline the rights and responsibilities of all students who attend school in Fern Ridge School District 28J.

The school board has delegated authority for the administration, application and interpretation of these rules to the superintendent. Individual schools in the district have the authority to adopt and implement school rules to assist them in implementing the policies established in this handbook. No school, however, has the authority to modify these rules. Schools are responsible for distributing their rules and students and parents are encouraged to become familiar with them.

Fern Ridge School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act. Dr. Karen McKenzie has been designated to coordinate compliance with Section 504 laws and Mr. Gary E. Carpenter, Jr., has been designated to coordinate compliance with the remainder of the legal requirements. Either of these staff can be contacted at the Fern Ridge School District office for additional information and/or compliance issues with any of the above rules and regulations.

Adopted by the Board of Directors August 18, 2014  
Issued by Fern Ridge School District No. 28J, Elmira, Oregon

Gary E. Carpenter, Jr., Superintendent  
Fern Ridge School District 28J  
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Elmira, OR 97437  
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## Freedom of Expression

*Citizens of our country are permitted free expression under the first and fourteenth amendments of the United States Constitution and under Article I, Section 8, of the Oregon Constitution. Students, as citizens, have the right of free expression and must also bear the responsibility for the abuse of this right. Students are entitled to express their personal opinions under all reasonable circumstances, but the use of vulgar and plainly offensive, hate symbols, obscene or sexually explicit language undermines one of the school district's basic missions. Symbolic or actual expression shall not interfere with the freedom of others to express themselves nor shall it substantially disrupt the orderly conduct of the school. (See Fern Ridge School District Board Policy IGDB)*

### **1. School Publications**

Students are encouraged to participate in the production of school publications. Any publication which is in any way sponsored or funded by the school is a school publication. Students may express personal opinions in these publications but shall adhere to the written editorial policies of the school. A school newspaper should reflect the life of the school community. Those students responsible for the publication of a school newspaper must be mindful of this responsibility to the school community. Vulgar and plainly offensive, obscene or sexually explicit material; knowing or reckless false or libelous statements; any material that would substantially disrupt classes or other school activities; and any material that is inconsistent with the school's basic educational mission are prohibited from all school publications.

### **2. Distribution of Materials**

**a. Rights and Responsibilities:** Students have the right to distribute and receive written material from each other. This right, however, also carries responsibilities. Students shall not distribute or display materials that are knowingly or recklessly false or defamatory; are vulgar and plainly offensive, obscene or sexually explicit; tend to create an immediate danger or disruption to the orderly operation of school; or urge the violation of the law, existing attendance regulations or the provisions of this handbook. Materials to be distributed or posted within the school must identify the source of the printed material. Materials that students choose to distribute shall not carry the endorsement or sponsorship of the school.

**b. Commercial and Fund-Raising Activities:** Students shall not distribute or display announcements or advertisements of a commercial nature, sell materials, or engage in activities to solicit financial contributions without the prior authorization of school officials.

**c. Time and Place of Distribution:** School officials may designate the time and place for distribution of written information and related materials so that the activity does not materially interfere with the school program. This policy shall be applied in a manner that encourages respect for individuals without regard to disability, race, color, national origin, ethnicity, sex, sexual orientation, age, religion, marital status, socio-economic status, source of income, cultural background, familial status, physical characteristic, or linguistic characteristics of a national origin group. Additional information regarding the time, location and distribution of materials can be found in specific school handbooks.

**d. Student Display Areas:** Each school will provide at least one student display area of reasonable size and prescribe methods to inform students of the board policy and school guidelines for the distribution of literature and the display of material.

### **3. Participation in Patriotic Exercises**

Students may refuse to participate in patriotic exercises so long as the manner of such nonparticipation does not deny other students their rights to participate and does not disrupt the educational process.

### **4. Objections to Instructional Materials**

If a student objects on religious or ethical grounds to reading, studying or discussing any instructional material, the teacher may supply alternative materials without prejudice to the student. All requests need to be made by parents through the administration.

### **5. Prohibited Speech**

The use or display of vulgar and plainly offensive, obscene or sexually explicit language or hateful expressions; threats of harm to persons or property; or language that creates or threatens to create an immediate danger of disruption to the

orderly operation of the school or violation of the law, attendance regulations or the provisions of this handbook is prohibited.

### **Use of Technology and the Internet**

*Fern Ridge School District allows students' access to the Internet. Teachers are expected to provide guidance and supervision of students who use the Internet. Please see Fern Ridge Board policy IIBGA and IIBGA-AR for complete guidelines.*

### **Dress and Grooming**

*The responsibility for dress and grooming of a student rests primarily with the student and his/her parents or guardians. A student's dress or grooming should not affect participation in school classes, programs or other school-related activities, except as provided below. (See Fern Ridge School District Board Policy JFCA)*

#### **1. Student Dress and Grooming**

Student dress and grooming shall be clean and in keeping with health, sanitary and safety practices. Because of health and safety considerations, students are required to wear shoes while on school property or while participating in school-sponsored activities that may occur off school property. Students shall not wear clothing that displays or promotes alcohol, drugs, tobacco, profanity, sexual innuendoes (Hooters or Big Johnson garments), hateful symbols or any other inappropriate illustrations or wording. When a student is participating in the educational program or a school sponsored activity, dress and grooming will not substantially disrupt the activity or constitute a threat to the health and safety of the student or others. Provisions for dress and grooming for special activities should arise directly out of the needs of the activity. Specific restrictions regarding dress and grooming at each school are addressed specifically in their student handbooks.

### **Gang Activity**

*The presence of members of gangs and gang activities on campus or at off campus, school-sponsored activities is likely to cause a substantial disruption or material interference with school and school activities. A "gang" is defined as a group who 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. (ORS 336.109 (2)) (See Fern Ridge School District Board Policy KGB)*

The following activities are prohibited at school or at school-related activities:

**1.** No student shall wear or display clothing or other objects that are commonly considered evidence of membership or affiliation with any gang if it disrupts or is likely to cause a substantial disruption or material interference with school and school activities.  
**2.** No student shall commit any act, or use any speech, verbal or nonverbal, showing membership in, or affiliation with, a gang if it disrupts or is likely to cause a substantial disruption or material interference with school and school activities.

**3.** No student shall commit any act that furthers gangs or gang activity including, but not limited to, wearing garb or displaying symbols directly associated with affiliation of a known local gang, soliciting others for membership in any gangs or inciting other students to act with physical violence upon any other person. Such acts are presumed to undermine the school's basic mission and will create an immediate danger to the orderly operation of the school.

### **Assembly of Students**

*Citizens of our country are guaranteed the right of peaceful assembly under the first and fourteenth amendments of the United States Constitution and under Article I, Section 26, of the Oregon Constitution. Students, as citizens, have the right of assembly and must also bear the responsibility for the consequences of such assembly. Students and staff all share responsibility for the activities that take place in school. School personnel are held accountable to the general public and,*

*in cooperation with students, are accountable for the image of the institution. Therefore, the orderly use of school facilities is required. (See Fern Ridge School District Board Policy IGDA and AR, JFI, INE)*

### **1. Informal Gatherings**

Students have the right to gather informally, but such gatherings shall not substantially disrupt the orderly operation of the school or infringe upon the rights of others.

### **2. Student Meetings**

Students are permitted to hold meetings at school under the following conditions:

**a. Meetings must be scheduled in advance** and be sponsored by school officials or an official school club or organization.

**b. Meetings must not be disruptive** to class or school activities and shall not be of such a nature that could likely result in damage to any person or property.

### **3. Speakers**

Invitations to speakers will be approved by the principal or a designated school official in advance of the meeting.

Attempts will be made to present a balance of viewpoints to students. However, no speaker will be allowed to make a speech that advocates breaking the law or otherwise violates the district's policies or the provisions of this handbook.

### **4. Student Walkouts**

Student-organized "skip days" or other unauthorized group absences of students are not acceptable. Permission for absences for this type of activity will not be granted.

### **5. Petitions**

Students may petition for a change in district policies and procedures. Circulation of such petitions must be reviewed by a building administrator prior to circulation and the original must be submitted to the superintendent upon completion. The superintendent will forward petitions to appropriate authorities.

## **Students with Disabilities**

*Both state and federal law (Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act) require schools to provide an appropriate education for students who have disabilities. (See complete guidelines for Special Education at Fern Ridge School District Board Policy IGB, IGBA, IGBAB/JO, IGBAC, IGBAE, IGBAF, IGBAG, IGBAH, IGBAI, IGBAJ, IGBAK, IGBAL and their ARs.)*

The district and its teaching staff will make reasonable accommodations and modifications for any student who has a disability. Some students with disabilities may require reasonable accommodations or modifications in order to participate fully in the regular educational program while others may require a special education placement. Students with disabilities, or their parents, may contact their classroom teacher, or the school principal if they believe accommodations or modifications need to be made or if they would like to be referred to receive special education services.

## **Freedom of Religion**

*The Constitutions of the United States and the State of Oregon require the public schools to take a neutral position concerning religion. Public schools cannot aid one religion or all religions or prefer believers to nonbelievers. However, schools may provide instructional activities relating to historical and cultural aspects of religion under the following circumstances: (1) The activity must reflect a clearly secular (nonreligious) purpose. (2) The activity must have a primary effect that neither advances nor inhibits religion, which includes creating an excessive entanglement with religion. The superintendent will develop administrative procedures that include guidelines consistent with the philosophy that religion in the schools must be educational in nature and that the schools must be sensitive to all beliefs. (See Fern Ridge School District Board Policy IGAC)*

### **1. Student Religious Meetings and Discussions**

If secondary principals permit other non-curriculum student meetings or discussions on the school premises during non-instructional time, religious meetings of students that are voluntary and student initiated will also be permitted. Non-school persons are prohibited from directing, conducting, controlling or regularly attending the activities of such student

groups. Except as provided in school board policy for the leasing of school facilities by religious groups, nonstudents are prohibited from meeting on school premises for any type of religious activity.

## **2. Release Time for Religious Instruction**

Elementary students may be excused from school for up to two hours in any week and secondary students may be excused from school for up to five hours in any week to attend weekday schools giving religious instruction. A written request must be signed by the parent or guardian before the student is released. Religious teachers or organizations are not permitted to promote student participation by directly contacting students on school grounds or by asking students who participate in their programs to recruit students who remain at school. All promotional activities will be conducted away from school.

## **Nondiscrimination and Harassment**

*Harassment, intimidation or bullying and acts of cyberbullying by students, staff and third parties toward students are strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person, who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials. The principal and the superintendent are responsible for ensuring that this policy is implemented. (See Fern Ridge School District Board Policy AC, JBA, GBN and their ARs)*

### **1. Definitions**

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

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

**“Hazing”** includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks

to be performed or other such activities intended to degrade or humiliate.

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

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

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

The Board is also committed to the elimination of sexual harassment in district schools and activities. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The employee's submission to the conduct or communication is made a term or condition of employment;
2. Submission to or rejection of, the conduct or communication is the basis for decisions affecting a student or employment or assignment;
3. The conduct or communication is so severe, pervasive or persistent that it has the purpose or effect of unreasonably interfering with a student's educational performance or an individual's work performance; or
4. The conduct or communication creates an intimidating, hostile or offensive working environment.

Examples of harassment may include, but not be limited to, intimidation (physical, verbal, written) jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups. (*See Fern Ridge School District Board Policy JBA/GBN*)

**“Protected class”** means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation (an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual's sex at birth), national origin, marital status, familial status, source of income or disability.

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

**“Teen dating violence”** means:

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

**“Cyberbullying”** is the use of any electronic communication device to harass, intimidate or bully.

## **2. Reporting (see FRSD policy JBA/GBN-AR for complaint procedure)**

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

Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated, 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 principal or superintendent who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the principal who has overall responsibility for all investigations. This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

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

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

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying. The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school and district's website, and school and district office and the development of administrative regulations, including reporting and investigative procedures.

Harassment by Board members, employees, parents, students, vendors and others doing business with the district is prohibited. Employees or students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including dismissal or expulsion. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

### **3. District Staff and Volunteer Responsibility**

Staff and volunteers will follow school board policy to prevent and respond to incidents of discrimination, harassment, intimidation, hazing, bullying, cyberbullying, teen dating violence or retaliation. They will provide direct and indirect supervision of students, provide reasonable access to all district programs, classes, services and aid, avoid the use of terms that are derogatory, and use tests and instructional material that do not unfairly discriminate between students.

### **4. Student Responsibility**

Students are expected to follow the standards for student behavior that are outlined in school policy and this handbook, which include the requirement that they refrain from discrimination, harassment, intimidation, hazing, bullying, cyberbullying, teen dating violence or retaliation.

Students are expected to hold their peers and other students to the standards established by policy and this handbook, and are encouraged to bring violations to the attention of a teacher, counselor, administrator or other staff member. These reports may be made anonymously.

Students who violate these rules are liable for discipline, suspension or expulsion in accord with the rules established in this handbook.

### **5. Complaint Process (see reporting "form" at the end of FRSD policy GBN/JBA-AR)**

Principals have responsibility for investigations concerning hazing, harassment, intimidation or bullying, acts of cyberbullying and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. All complaints will be investigated in accordance with the following procedures:

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

**Step 2:** The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five 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 district official(s)

conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

**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 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's appeal within 10 working days.

Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

**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 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The

## **6. No Reprisal or Retaliation**

The superintendent will establish a process of reporting for those employees experiencing or observing acts of harassment. There will be no retaliation by the district against any person who, in good faith, reports harassment. False charges shall also be considered a serious offense and will result in disciplinary action or other appropriate sanctions.

Direct and civil rights complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

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

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

## **Attendance**

*Except when exempt by Oregon law, all students ages 7-18 who have not completed the 12th grade are required to attend regularly, a school full time during the entire school term. All students five or six years of age who have been enrolled in a public school are required to attend regularly. Persons having legal control of a student ages 7-18 who has not completed the 12th grade are required to have the student attend school. Persons having legal control of a student who is five or six years of age and has enrolled the child in a public school, are required to have the student attend and maintain regular attendance. Under the superintendent's direction and supervision, attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Violation is a Class C violation and parents or guardians maybe issued a citation up to \$180. The district will develop procedures for issuing a citation. In addition, a parent who is not supervising their student by requiring school attendance may be in violation of ORS 163.577(1)(c). Failing to supervise a child is a Class A violation. (See Fern Ridge School District Board Policy JEA and its AR and JE)*

### **1. Exemptions from Compulsory School Attendance**

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

- 1.** Students being taught in a private or parochial school in courses of study usually taught in grades 1-12 in the public schools and in attendance for a period equivalent to that required of students attending public schools;
- 2.** Students proving to the district's satisfaction that they have acquired the courses of study taught in grades 1-12 in the public schools;



3. Students being taught by a parent or private teacher the courses of study usually taught in grades 1-12 in the public school for a period equivalent to that required of students attending public schools.
4. Students being educated in the home by a parent:
  - a. When a student is taught or is withdrawn from a public school to be taught by a parent or private teacher, the parent or teacher must notify the Lane Education Service District (ESD) in writing within 10 days of such occurrence. In addition, when a home-schooled student moves to a new ESD, the parent shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD superintendent shall acknowledge receipt of any notification in writing within 90 days of receipt of the notification. The ESD is to notify, at least annually, school districts of home-schooled students who reside in their district;
  - b. Each student being taught by a parent or private teacher shall be examined no later than August 15, following grades 3, 5, 8 and 10:
    - (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew; shall be administered prior to the end of grade 3;
    - (2) If the student never attended public or private school, the first examination shall be administered prior to the end of grade 3;
    - (3) Procedures for home-schooled students with disabilities are set out in OAR 581-021-0029.
  - c. Examinations testing each student shall be from the list of approved examinations from the State Board of Education;
  - d. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
  - e. The person administering the examination shall score the examination and report the results to the parent. Upon request of the ESD superintendent, the parent shall submit the results of the examination to the ESD;
  - f. All costs for the test instrument, administration and scoring are the responsibility of the parent;
  - g. In the event the ESD superintendent finds that the student is not showing satisfactory educational progress, the ESD superintendent shall provide the parent with a written statement of the reasons for the finding, based on the test results and shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
5. Students excluded from attendance is provided by law;
6. An exemption may be granted to the parent of any student 16 or 17 years of age who is lawfully employed full time, lawfully employed part time and enrolled in school, or enrolled in a community college or other state registered alternative education program.

**2. Enforcement**

Efforts will be made by school officials to enforce the compulsory attendance laws of the state. However, compliance with those laws is the mutual responsibility of home and school. Students are expected to be punctual in reporting to classes and to attend regularly. The school will notify parents of irregular attendance or habitual tardiness. The parents of students who have chronic attendance problems may receive a citation. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine.

**3. Students Who Have Been Suspended or Expelled**

Students may not attend any district school or any school-sponsored activity or be on any school district property when they have been suspended or expelled from school, except with the consent of a school district administrator. Students who violate this policy may be prosecuted for criminal trespass.

**Admission**

*The Board is committed to providing an educational program for all students living in the district. The Board believes all students ages 5 through 18, or special education students up to age 21, living in the district who have not completed 12 years of education should attend school regularly and be included in the available educational programs. State law*

requires students to be age six on or before September 1 to enter first grade; and age five on or before September 1 to enter kindergarten. (See Fern Ridge School District Board Policy JEC and JECB)

All new students must register in the office. Registration requirements include proof of the student's birth date (a birth certificate, a hospital record or a baptismal record) and immunization records as required by law. Students admitted to any grade must show evidence of completing the prior school years.

Students enrolled in the district shall comply with Oregon laws related to age, residence, health and immunization. Students located in the district shall not be excluded from admission solely because the student does not have a fixed place of residence or solely because the student is not under the supervision of a parent.

### **Admission of Resident Students**

School-age students who live within the district attendance area may attend school without paying tuition.

- (1) Residents over age 19 may be admitted with the approval of the superintendent and upon payment of tuition at the rate established by the Board. Students who turn 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.
- (2) The Board may admit otherwise eligible students who are not receiving special education and who have not yet attained 21 years of age prior to the beginning of the current school year if they are shown to be in need of additional education in order to receive a diploma. These students may attend school without paying tuition for the remainder of the school year.
- (3) The Board shall admit otherwise eligible students who have not yet attained age 21 prior to the beginning of the current school year, if the student is receiving special education services and:
  - a. Has not yet received a regular high school diploma; or
  - b. Has received a modified diploma, an extended diploma or an alternative certificate.

Students living in the district who have attained the age of majority are considered residents of the district. Minor student living with parents who reside in the district are considered residents of the district. Students who are wards of the court and who are placed in the district are residents of the district. Final determination on any remaining questions of residency shall be made by the State Superintendent of Public Instruction.

### **Admission of Nonresident Students**

The district may enroll nonresident students as follows:

- (1) By written consent of the affected school boards. The student becomes a "resident pupil" of the attending district thereby allowing the attending district to receive State School Fund moneys;
- (2) By written consent from the school board with which the student has made application for admission. The student becomes a "resident pupil" of the attending district thereby allowing the attending district to receive State School Fund moneys;
- (3) By unilaterally admitting with tuition a nonresident student whereby neither district is eligible for State School Fund moneys;
- (4) If a juvenile court determines it is in the student's best interest, a student placed in a substitute care program outside the district will continue to be considered a resident student and allowed to attend the school the student attended prior to placement. The public agency placing the student in a substitute care program will be responsible for the transportation of the student, if public agency funds are available.

The Board or superintendent shall deny regular school admission to nonresident students who are under expulsion from another district for a weapons policy violation. The Board may, based on district criteria, deny regular school or alternative education program admission to nonresident students who are under expulsion from another district for reasons other than a weapons policy violation. (See Fern Ridge School District Board Policy JECB)

## Use of Motor Vehicles

*Students who are licensed drivers have been granted the privilege of driving a motor vehicle to school. Certain regulations are necessary to control the use of motor vehicles because of limited parking, traffic patterns and the large number of pedestrians around schools.*

The administrator of each school or district property is authorized to establish regulations governing the use of motor vehicles on school or district property, and may charge a parking fee. These regulations shall be reasonable and widely circulated. Permission to drive a motor vehicle onto school or district premises may be revoked if the driver does not obey school or district regulations and local and state traffic laws.

## Student Records

*Federal and state laws require school districts to maintain certain education records on students. The records allow the school staff to share progress information with parents and other educational institutions. They also document the eligibility of students for various federal and state mandated programs. Students frequently request copies of their records many years after they have left school to assist them in documenting school attendance and eligibility for certain programs. (See Fern Ridge School District Board Policy IGBAB/JO and their ARs and JOA)*

### **1. Confidentiality of Education Records**

All student records are confidential and may be opened for inspection only in accordance with applicable federal and state law and school board policy.

### **2. Inspection of Education Records**

Students and their parents or legal guardians have the right to inspect their own student records and to challenge the content of the records. Once the student reaches age 18, those rights transfer to the student alone.

### **3. Release of Education Records**

Generally, parents or the student, if he/she is 18 or is attending an institution of higher education, must consent to the release of all student records. The school district, however, may release student records without consent in the following instances:

- a.** To school board members during an executive session to consider the expulsion of a student or to examine confidential medical records;
- b.** To district employees who have a legitimate educational interest in the records;
- c.** To the officials of another school, school district, institution of postsecondary education, or other educational agency that has requested the records and in which the student seeks or intends to enroll. Schools are required to forward these records within 10 days of receiving the request.
- d.** To state and federal officials requiring such information;
- e.** In connection with a student's application for or receipt of financial aid;
- f.** To organizations conducting studies on behalf of the school district to develop, validate or administer predictive tests, administer student aid programs or improve instruction;
- g.** To accrediting organizations to carry out their accrediting functions;
- h.** To parents of a dependent student;
- i.** To comply with a judicial order or lawfully issued subpoena after the district has made a reasonable attempt to notify the parent or eligible student; or
- j.** For emergency situations involving the health or safety of the student or other persons. A "health and safety emergency" includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnap, abduction or custodial interference, and law enforcement or child protective services efforts to respond to a report of child abuse or neglect

#### **4. Directory Information**

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

- |                                 |  |  |
|---------------------------------|--|--|
| 1. Student's name & address;    | 5. Dates of attendance;  | 8. Weight and height of athletic team members; |
| 2. Student's telephone listing; | 6. Participation in officially recognized sports and activities; | 9. Most recent school or program attended      |
| 3. Student's photograph;        | 7. Degrees or awards received;                                   |  |
| 4. Date and place of birth;     |  |  |

#### **Public Notice**

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

#### **Exclusions**

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

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

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

At no point will a student's Social Security Number or student identification number be considered directory information.

#### **5. Information on Rights of Parents and Adult Students**

For information on how to file a complaint under the Family Educational Rights and Privacy Act; how to obtain a copy of the district's records policy; the procedure for exercising the right to inspect or review education records; the procedure for requesting an amendment of records; or any related information, see school board policy.

### **Search and Seizure**

*Schools have a responsibility to protect students from harm, maintain order and fulfill their educational mission. Students have a legitimate expectation of privacy, which is protected by the U.S. and Oregon Constitutions. Balancing these concerns, school officials may conduct searches of students or their belongings only under certain circumstances. (See full guidelines in Fern Ridge School District Board Policy JFG and its AR.)*

#### **1. Student Searches**

School officials may search a student and his/her personal property, or any district property used by the student, if the officials have reasonable suspicion to believe that the student either personally poses, or is in possession of an item that poses, an immediate threat of serious harm to the safety of the student, the official or others at school. Officials may also conduct a search when the student or the student's parent consents. Searches will not be excessively intrusive in light of the age, sex and maturity of the student and the nature of the infraction. The student will be given the opportunity to be present when the search of personal possessions is conducted, providing the student is in attendance and if there is no reason to believe that his/her presence would endanger his/her safety or the safety of others. Any search of a student's person will be conducted in the privacy of a school office except in an emergency where delay might endanger the welfare of other persons.

#### **2. Seizure of Property**

School officials will seize illegal items, stolen property, evidence of commission of a crime or violation of school policy, or other possessions reasonably determined by school authorities to be a threat to the safety or security of students or others. Such items include but are not limited to guns, other dangerous weapons, illegal drugs and drug paraphernalia. Other items that may be used to substantially disrupt or materially interfere with the education process may be temporarily

removed from the student's possession. Dangerous weapons, including guns, knives, metal knuckles or any other weapon, the purpose of which is to injure other persons or property, will be promptly turned over to a representative of the appropriate law enforcement agency. Parents will be notified whenever such an item is removed from a student's possession, unless the notification will unduly interfere with the investigation of the law enforcement agency.

### **3. Use of Lockers and Desks**

**a. Assignment of Lockers and Desks:** Lockers and desks belong to the school district and are assigned for the convenience of students. They are to be properly cared for by students and not used for the storage of illegal or dangerous items or items prohibited by school handbook.

**b. General Inspections of Lockers and Desks:** A general inspection of lockers or desks may be conducted by school officials at any time without prior notice. Such inspections may be conducted to ensure proper sanitation, check mechanical condition and safety, reclaim property belonging to the district, or detect drugs, weapons, contraband, or other violation of law or school rules. Items belonging to the school district and not appropriately in the student's possession will be seized and returned. Illegal or dangerous items, or items prohibited by this handbook, will be seized and held for appropriate disposition. Students will be notified of any items seized.

**c. Special Inspections of Individual Student Lockers or Desks:** Special inspections of individual lockers or desks may be made when there is reasonable suspicion to believe that they contain items that are illegal, dangerous, or evidence of a violation of the law or school rules.

### **Use of Tobacco**

*The Tobacco Free Schools Rule (OAR 581-021-0110) requires all school district property to be tobacco-free. The intent of this measure is to protect students, staff and visitors from the harmful effects of secondhand smoke and to prevent students from using and becoming addicted to tobacco. Fern Ridge has five policies that support this OAR. (See Fern Ridge School District Board Policy GBK, KGC, JFCG, JFCH, JGCI)*

### **Tobacco-Free Environment**

All district property, including but not limited to, district-owned vehicles, will be designated as tobacco-free environments. All people, including students, employees, visitors, parents, patrons, contractors, delivery drivers, etc., must comply with this policy at all times including district-sponsored events and functions on or off campus and all public events on district property.

Students shall not possess, smoke, chew, or use tobacco products at school, in a district vehicle, on district property, or at any district activity. *(See Fern Ridge School District Board Policy GBK/KGC)*

For the purpose of this policy "tobacco" is defined to include any lighted or unlighted cigarettes, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco or non-tobacco substitute (e.g., e-cigarettes, e-cigarettes that do not contain nicotine, etc.). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation. "Tobacco use prohibited" signs will be posted in appropriate locations in all district buildings. Tobacco use, distribution or sale by staff and all others is also prohibited on district premises, in any building, facility, or vehicle owned, leased, rented or chartered by the district, school, or public charter school and at all school sponsored activities.

### **Use of Tobacco, Alcohol or Drugs**

Student substance abuse, possession, use, distribution or sale of tobacco, alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, on or near district grounds or while participating in school-sponsored activities is prohibited and will result in disciplinary action. If possession, use, distribution or sale occurred near district grounds, disciplinary action will follow according to district procedures and extracurricular code if applicable and/or denial or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). If possession, use, distribution or sale occurred on district grounds, at school sponsored activities or otherwise while the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed. A student shall be referred to law enforcement

officials. Parents will be notified of all violations involving their student and subsequent action taken by the school. A referral to community resources and/or cessation programs designed to help the student overcome tobacco, alcohol or unlawful drug use may also be made. The cost of such programs, are the individual responsibility of the parent and the private health-care system. Clothing, bags, hats and other personal items used to display, promote or advertise tobacco, alcohol or unlawful drugs are prohibited on district grounds, at school-sponsored activities and in district vehicles. Any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a court-imposed fine, as provided by ORS 163.575. An unlawful drug is any drug as defined by the Controlled Substances Act including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). As used in this policy, unlawful drug also means possession, use, sale or supply of prescription and nonprescription drugs in violation of Board policy and any accompanying administrative regulations.

Tobacco use, distribution or sale by staff and all others is also prohibited on district premises, in any building, facility, or vehicle owned, leased, rented or chartered by the district, school, or public charter school and at all school sponsored activities. 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. (See Fern Ridge School Board Policy JFCG/JFCH/JFCI)

### **Serious Misconduct**

*Students are encouraged to maintain high standards of academic and personal behavior, not only in accordance with the rights and responsibilities set forth in this handbook, but with respect toward other students, staff members and private and public property. Oregon law requires students to comply with the written rules of the school district, to pursue the prescribed course of study, to submit to the lawful authority of staff and to conduct themselves in an orderly fashion. Students will be subject to discipline, up to and including suspension or expulsion, for misconduct that violates federal, state, county or city laws or the policies and rules established by the school district, including but not limited to harassment or discrimination, theft, disruption of school, damage or destruction of school property, damage or destruction of private property, assault or threats of harm, unauthorized use of weapons or dangerous instruments, unlawful use of drugs, narcotics or alcoholic beverages, and persistent failure to comply with rules or the lawful directions of teachers or school officials. (See Fern Ridge School District Board Policy JFC and JG)*

#### **1. Violation of the District's Discrimination and Harassment Policy**

Students shall refrain from harassment or discrimination by words, including the use of hateful symbols or expressions, or actions based on another person's disability, race, color, national origin, ethnicity, sex, sexual orientation, age, religion, marital status, socio-economic status, source of income, cultural background, familial status, physical characteristic, or linguistic characteristics of a national origin group. Students shall also comply with the district's nondiscrimination and harassment policy, which is outlined in this handbook.

#### **2. Theft and Stolen Property**

No student shall steal or attempt to steal school property or private property on school property or during a school activity, function or event that occurs off school property. No student shall have stolen property in his or her possession. Stealing means taking or withholding someone else's property without permission, or by extorting or by deception.

#### **3. Substantial Disruption of School or School Activities**

Any conduct that substantially disrupts or threatens to substantially disrupt school activity is forbidden. Willful disobedience, open defiance of a staff member's authority, threats of harm to persons or property, harassment or discrimination prohibited by school rules, including racial and sexual harassment, or language that creates an immediate danger of disruption to the orderly operation of the school or creates a clear and present danger of violation of the law or attendance regulations are prohibited.

#### **4. The Willful Disobedience of a Staff Member's Authority**

Students will submit to the lawful authority of teachers, administrators and other staff members. If the student believes that a staff member has behaved inappropriately, he/she and his/her parents may use the district's complaint procedure to resolve the issue.

#### **5. Use or Display of Vulgar and Plainly Offensive, Obscene or Sexually Explicit Language or Hate Symbols**

The use or display of vulgar and plainly offensive, obscene or sexually explicit language or graphics, including hate symbols, is prohibited. Clothing with vulgar and plainly offensive, obscene or sexually explicit references and or graphics or comments is prohibited. Clothing with hate symbols, comments or language is also prohibited.

**6. Damage or Destruction of School Property**

No student will vandalize or attempt to destroy school property. The district will attempt to recover (through legal action if necessary) from those students or their parents the actual cost of repair or replacement of school property vandalized or intentionally or recklessly destroyed by students.

**7. Damage or Destruction of Private Property on School Premises or During a School-Sponsored Activity**

No student will cause or attempt to cause damage to private property either on the school grounds or during a school activity, function or event off the school grounds.

**8. Coercion, Assault, Menacing, Threats, Intimidation or Harassment**

No student will coerce, assault, menace, intimidate, harass or threaten to harm another person for any reason including to obtain money or other property, or force any person to do any act against the will of that person. Assault means intentionally, knowingly or recklessly causing injury to another. Menace means by words or conduct the student intentionally attempts to place another person in fear of imminent serious physical injury.

**9. Possession, Handling or Transport of Any Dangerous or Deadly Weapon**

No student shall possess, handle or transmit any object that is reasonably considered a weapon on school grounds or off the school grounds at any school-sponsored activity, function or event, including in a student's motor vehicle. A weapon includes the following:

- a. "Firearm" means (A) 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; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device.
- b. "Dangerous weapon" means any weapon, device instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.
- c. "Deadly weapon" means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

**10. Use or Possession of Any Controlled Substances, Including Alcoholic Beverages and Drug Paraphernalia**

No student shall knowingly possess, use or transmit any drug paraphernalia or possess, use, transmit or be under the influence of any controlled substance or intoxicant of any kind on the school grounds or off the school grounds at a school-sponsored activity, function or event. Use of a drug authorized by a medical prescription from a registered physician for use during school hours shall not be considered a violation. Students who must take prescription medication at school are to follow district adopted procedures that can be found in schools' handbooks.

**11. Violations of City, County, State and Federal Laws While Involved in School Activities**

No student shall violate federal, state, county or city laws while involved in school activities.

**12. Misconduct that Occurs Off-Campus**

Students may face disciplinary consequences for (1) any off-campus behavior that would otherwise tend to disrupt the educational process or the operation of the school or district; (2) conduct that occurs off the school premises at school-related or supervised functions or at a school bus stop; (3) or behavior that occurs while traveling to and from school if the behavior has a threatening effect on student safety or physical or mental health.

**Disciplinary Procedures**

*Fair treatment of all students is essential. Students must be protected from arbitrary and unreasonable decisions. All decisions affecting students must be based on careful and reasoned investigations of the facts and must be consistent in the application of rules and regulations. All students must be informed of the school rules and procedures by which schools are governed and the process by which discipline will be applied. School officials occasionally may find it necessary to discipline a student or even remove the student from the formal learning environment for a period of time. Officials have discretionary power in invoking disciplinary actions and procedures in order to maintain a climate conducive to learning and to the protection of individuals and property. The school administration shall consider the age and past pattern of behavior of a student in determining whether to suspend or expel that student. Before an expulsion can occur there must be a hearing before the superintendent or the superintendent's designee unless waived by the student's*

parent or guardian or, if the student is 18 years of age or older, the student. (See Fern Ridge School District Board Policy JG and JGE)

### **1. Informal Discipline Procedures for Minor Infractions**

Discipline for minor infractions are guided by individual schools' handbooks.

### **2. Formal Discipline Procedures**

**a. In-School Suspension:** An in-school suspension is a temporary exclusion from regular classroom attendance. The student is assigned to a supervised work area and may perform his/her regular class work.

**b. Out-of-School Suspension:** An out-of-school suspension is a temporary exclusion from school attendance for a period not to exceed 10 school days. In those cases in which the school official states that the suspension will continue until a parent conference occurs, the suspension notice will state that it will not exceed 10 school days. *See Appendix 1, Due Process Procedures for Out-of-School Suspension*

**c. Expulsion from School:** An expulsion is a long-term exclusion from school attendance and requires a hearing before the superintendent or his/her designee. State law provides that the expulsion of a student will not exceed one calendar year. Any student who brings a weapon (as defined in this handbook's section on Serious Misconduct, subsection 9) onto school property or to a school-sponsored activity, or possesses, conceals or uses a weapon on school property or at a school sponsored activity, shall be expelled for one calendar year unless a specific exception is made by the superintendent.

**Required Expulsion Hearings:** The school principal or designee may recommend an expulsion for any serious misconduct or persistent defiance of the school rules, but is required to request an expulsion hearing when he/she believes a student is guilty of the following offenses: the possession, transmission or use of a dangerous weapon (or a toy which replicates a deadly or dangerous weapon) on school property or at a school sponsored event; the sale, distribution or unlawful possession of a drug or any controlled substance, possession of any alcohol, drugs or controlled substances related offense that creates a substantial risk to public health, driving under the influence of intoxicants on school property, solicitation by a student or other students to buy, sell or otherwise distribute alcohol, drugs or any controlled substances in any amount, being under the influence of any drug or controlled substance, giving or selling hypodermic devices to a student who has no lawful/authorized use for the device. Only the superintendent, as the designated representative of the district school board, or his/her designee has the authority to expel a student. A hearing must be conducted before an expulsion occurs unless the student's parents or guardian, or the student if 18 years of age or older, waives the right to a hearing.

*See Appendix 2, Due Process Procedures for Expulsion*

### **3. Physical Discipline**

Oregon statute and school board policy prohibit the use of physical discipline. However, a teacher, administrator, school employee or school volunteer is authorized to use reasonable physical force upon a student when, and to the extent that the individual reasonably believes, it is necessary to maintain order in the classroom or school, or at a school activity or event, whether or not it is held on school property. When so used, physical restraint will not be considered a form of physical discipline. (*See Fern Ridge School District School Board Policy JGAB and its AR*)

### **4. Suspension or Expulsion of Students with Disabilities**

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

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

The district may suspend or expel students with disabilities for up to 10 school days in a school year following its usual policies and procedures. If a student with a disability is being considered for more than 10 days of suspension from school or a change in placement due to a violation of a code of student conduct, the IEP team, which includes the parent, must conduct a manifestation determination to determine whether the behavior is related to the student's disability.

**a. Behavior Is Not a Manifestation of Student's Disability:** If the IEP team determines that the student's behavior is not a manifestation of his or her disability, the district may proceed with its disciplinary action.

**b. Behavior Is a Manifestation of Student's Disability:** If the IEP team determines that the student's behavior is a manifestation of his or her disability, the student may not be removed from school except in cases where the student has violated a district weapon or drug policy or has inflicted bodily injury upon another person.



For a violation involving drugs, weapons or the infliction of serious bodily injury, the district may remove a student with a disability from the student's current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 school days in a school year without regard to whether the behavior is a manifestation of the student's disability. This removal is considered a change in placement. The district will provide educational services to a student who is suspended or expelled for more than 10 school days in a school year. These services may be provided in a different location or interim alternative educational setting as determined by the IEP and placement teams.

*(See Fern Ridge School District Board Policy JGEA-AR)*

## **5. Suspension or Expulsion of Students Eligible under Section 504**

It is necessary to follow the relevant federal guidelines established in Section 504 of the 1973 Rehabilitation Act whenever a student eligible under Section 504 is being considered for suspension or expulsion. The relevant statutes are summarized below.

The district may suspend or expel students eligible under Section 504 without conducting a manifestation determination if the student:

- Is not removed for more than 10 consecutive days or has not received a series of short suspensions that create a pattern of removal;
- Is actively using illegal drugs (does not apply to current users of alcohol); or
- Commits a violation of a student code of conduct directly involving the use or possession of illegal drugs or alcohol.

The district must conduct a manifestation determination if the student eligible under Section 504 is to be removed for more than 10 consecutive days or has received a series of short suspensions that create a pattern of removal. The district will make every effort to include parents in the manifestation determination; however, parent participation is not required.

**a. Behavior Is Not a Manifestation of Student's Disability:** If it is determined that the student's behavior is not a manifestation of his or her disability and the current placement and educational program are considered appropriate, the district may proceed with its disciplinary action.

**b. Behavior Is a Manifestation of Student's Disability:** If it is determined that the student's behavior is a manifestation of his or her disability, the student may not be removed from school for more than 10 days except in cases described in a2 and a3. While a student eligible under Section 504 whose behavior is determined to be a manifestation of his or her disability may not be removed for disciplinary reasons, if the 504 team determines that current placement and/or educational program is not appropriate, the 504 team can change the student's placement. *(See Fern Ridge School District Board Policy JBAA)*

## **6. Suspension of a Student's Driving Privileges *(See Fern Ridge School Board Policy JHFDA)***

The superintendent may, under ORS 339.254, make a request to the Oregon Department of Transportation (ODOT) for the suspension of a student's driving privilege or the right to apply for driving privileges on the basis of conduct as provided below.

If a request is made, the following requirements will be met:

- The superintendent will meet with parent before submitting a request to the ODOT;
- The request to the ODOT will be in writing;
- The student involved is at least 15 years of age;
- The student has been expelled for bringing a weapon on district property;
- The student has a drug-related offense(s);
- The student has been suspended or expelled at least twice for any of the following reasons:
  - Assaulting or menacing a district employee or another student;
  - Willful damage or injury to district property;
  - Use of threat, intimidation, harassment or coercion against a district employee or another student;

The request to suspend a student's driving privilege or the right to apply for a driving privilege shall not be for more than one year unless the superintendent is filing a second written request. A second request may state suspension of privileges until the student reaches 21 years of age.

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

If driving privileges are suspended the student may apply to the ODOT for a hardship permit.

## **Withdrawal**

The superintendent may, under ORS 339.257, notify ODOT of the withdrawal from school of a student who is at least 15 years of age and under 18 years of age. Upon receipt of the district's notice that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. For purposes of this policy, a student shall be considered to have withdrawn from school if the student has:

- More than 10 consecutive school days of unexcused absences; or
- Fifteen school days total of unexcused absences during a single semester.

## **Appeals**

The student has a right to appeal the superintendent's decision through district procedures.

## **7. Required Reports to Law Enforcement Agencies**

Violations of the district's rules related to guns and dangerous weapons must be reported to police. A school official may inform the appropriate law enforcement agencies when a student is suspected of committing other illegal acts on the school campus or at a school-sponsored activity.

## **8. A Student's Right to Hear His or Her Accuser**

**a. Complaints and Accusations Made by Staff Members:** A student may hear directly from the teacher or other staff member the specific complaints or descriptions of unacceptable behavior.

**b. Complaints and Accusations Made by Other Students:** Extreme care must be taken by school officials to ensure that a student is not disciplined solely on hearsay evidence. In recognition of the special jeopardy in which student witnesses may be placed, and considering the possible traumatic effects on a student witness of adversary proceedings conducted by attorneys, police officers or court officials, the complaining student may not be required to face the accused nor to have his/her identity revealed. When it is determined that a complaining student ought not face the accused, a school official may then become the official complainant. No licensed staff member may be examined as to communications between a student and that staff member in official confidence relating to the personal affairs of the student or the student's family if the communication will tend to incriminate or damage the student or the student's family. However, the school official conducting an investigation is under a special obligation to assure the careful and cautious investigation of all relevant facts and testimony.

## **9. Interviewing of Students**

School officials will interview students as necessary without parent permission. Parents will be contacted if it is apparent their child has violated policy or law.

## **Alternative Education Options**

*Oregon law requires that in certain circumstances school districts inform students and parents of alternative education options that might be available to them. School districts are also required to inform students and parents of those alternative education programs for which they will provide financial support. (See Fern Ridge School District Board Policy IGBHA)*

The school administration will inform students and parents or guardians about the availability of alternative education programs in each of the following situations:

- (1) When a student's attendance problem is so erratic that, in the district's opinion, he or she is not benefiting from the educational program; or
- (2) When a student is expelled.

## **Cooperation with Law Enforcement Agencies**

*School officials have a dual responsibility. They must safeguard the rights of students, and even represent students in certain situations. They also must cooperate with law enforcement officers in the legitimate pursuit of their duties. (See Fern Ridge School District Board Policy KN and its AR)*

The Fern Ridge School District and its employees have the responsibility of ensuring that the rights of students are safeguarded at all times. Law Enforcement Officers, as defined in this policy are officials for police agencies, Children's Services Division, parole and probation officers and Juvenile Court counselors. When either a law enforcement agency contacts the District for assistance in the investigation of illegal acts or when the District contacts law enforcement for the same the District will follow procedures under KN-AR to identify the law enforcement official, inform the official of any student disabilities, determine the appropriateness of releasing the student, make a reasonable effort to contact the parent/guardian, and maintain confidentiality. The building administrator/designee will make a reasonable effort to contact the parent or guardian unless there is reason to believe that such notification could endanger the student or interfere with the investigation. If unable to reach the parent or guardian, prior to questioning, a reasonable effort to contact the same will be made as soon as possible thereafter.

If an officer is visiting the school for purposes other than interviewing a specific student suspected of an illegal act, school officials are not required to contact parents regarding law enforcement officer talking with students.

A law enforcement officer shall contact the building principal or designee prior to interviewing a student during school hours in regards to an illegal act in which the student is either a suspect or a witness. The building principal or designee will make a reasonable effort to contact the parent or guardian when an officer comes to question or arrest a student related to illegal acts that occur off campus and is not school related unless there is reason to believe that such parental contact would unduly jeopardize the investigation or if it is related to child abuse. The interview by the officer may continue if the parent or guardian is unable to be contacted and the principal shall document the date and time of the attempt. Further attempts shall be made by the building principal as soon as possible following the interview. The principal or designee may involve a police officer in investigating violations of school rules/or policies and may interview students without contacting parents. However, if the student becomes a suspect in an illegal act, or if consequences are to occur, the parent or guardian shall be contacted. Law enforcement officials must observe all rights of students and use procedural safeguards as prescribed by law and the agency which they represent. An administrator will be present in the interview unless it pertains to a child abuse issue. Students may be removed from school premises under the following conditions. The officer:

1. Has a court order;
2. Is present to arrest the student;
3. Has protective custody from DHS (Department of Human Services);
4. Has permission from the parent or guardian.

## **Child Abuse**

*Oregon law requires all public employees to report possible child abuse to Child Protective Services (CPS) or a law enforcement agency. (See Fern Ridge School District Board Policy JHFE and its AR)*

### **1. Reporting Child Abuse**

Any school employee having reasonable cause to believe that any child with whom he/she comes in contact, on or off the job, has suffered abuse, or that any adult with whom he/she comes in contact has abused a child, shall report immediately to the State of Oregon's Department of Human Services – Child Protective Services, or to a law enforcement agency. Staff members may not inform parents of such reports.

### **2. Investigations of Child Abuse**

School staff will cooperate with investigations of possible child abuse being conducted by Child Protective Services or a law enforcement agency. A member of the Child Protective Services staff or a law enforcement officer who is questioning a student in regard to child abuse will determine if a school official may be present in an interview that occurs at school.

## **Trespassing**

*To help protect students and school property, and to prevent disruptive activity, school officials must know if any persons who are not members of the school staff or student body are in the school building or on the school grounds.*

### **1. Visitors Permitted on School Grounds**

Visitors are permitted on school grounds as long as their presence is not for the purpose of disrupting school, nor threatening, nor intimidating others in school, and so long as school officials know of and consent to the visit in advance.

### **2. Visitors Must Report to the Office**

During a regular school day all visitors are required to first report to the school office to arrange for their visit.

### **3. Weapons in the Schools** *(See full guidelines in Fern Ridge School District Board Policy JFCJ.)*

Students are prohibited from carrying and/or possessing firearms while on school property and face up to a one-year expulsion if found to have a firearm while at school.

### **4. Students Who Have Been Suspended or Expelled**

Students may not attend any district school or any school-sponsored activity or be on any school district property when they are suspended or expelled from school, except with consent of a school district administrator. Students who violate this policy may be prosecuted for criminal trespass.

### **5. Violations of this Policy**

Visitors who are in violation of this policy will be considered in violation of the law and will be subject to prosecution for criminal trespass in the second degree, as provided by ORS 164.245.

## Appendix 1

### **Due Process Procedures for Out-of-School Suspension**

1. The student shall be given oral or written notice of the charges, including specific acts involved. If the student denies the charges, the student shall be given an explanation of the evidence supporting the charges.
2. The student shall be given an opportunity to explain his or her conduct and to informally contest the charge. If the school official then determines the student should be suspended, the student shall be informed and the student's parents or guardian shall be notified by telephone, whenever possible, of the suspension and the reasons for the action. After the parents or guardian have discussed the suspension with the principal or his/her designee, they may appeal the decision to the superintendent or a designee, whose decision will be final.
3. The two steps above may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if suspension does not take place immediately.
4. When parents cannot be contacted, the decision to send the student home, to allow the student to remain on school premises or to refer him or her to the proper authorities must be made with consideration given to the student's age, maturity and nature of the misconduct that caused the suspension.
5. A suspension notice shall be mailed to the parents or guardian. The notice must state the date, the reasons for the suspension, the length of the suspension (not to exceed ten school days) and the procedures (if any apply) that must be followed by the student and parents or guardian to gain reinstatement.
6. After the parents or guardian receive notice of the suspension, they will be given a conference with the building principal or his/her designee if they so request.

## Appendix 2

### **Due Process Procedures for Expulsion**

*A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.*

*No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer. (See Fern Ridge School District Board Policy JGE)*

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

1. Notice will be given to the student and the parent by personal service or by certified mail at least ten days prior to the scheduled hearing. Notice will include:
  - The specific charge or charges;
  - The conduct constituting the alleged violation, including the nature of the evidence of the violation;
  - A recommendation for expulsion;
  - The student's right to a hearing;

- When and where the hearing will take place; and
- The right to representation.

**2.** The superintendent or designee will act as hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will conduct the hearing and will not be associated with the initial actions of the building administrators;

**3.** In case the parent or student has difficulty understanding the English language or has other serious communication disabilities, the district will provide a translator;

**4.** The student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent. The district's attorney may be present;

**5.** The student will be afforded the right to present his/her version of the charges and to introduce evidence by testimony, writings or other exhibits;

**6.** The student will be permitted to be present and to hear the evidence presented by the district;

**7.** The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. Findings of fact as to whether the student has committed the alleged conduct will be submitted to the Board, along with the officer's decision on disciplinary action, if any, including the duration of any expulsion. This decision will be available in identical form to the Board, the student and the student's parents at the same time;

**8.** The hearings officer or the student may make a record of the hearing;

**9.** The hearings officer's decision is final; however, this decision may be appealed to the Board. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision. Parents of students who wish to appeal the hearings officer's decision will have the opportunity to be heard at the time the Board reviews the decision;

**10.** Expulsion hearings will be conducted in private and Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing by the hearings officer, the following will not be made public:

- The name of the minor student;
- The issues involved;
- The discussion;
- The vote of Board members, which may be taken in executive session.

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